

# **Townsville Sailing Club Inc.**



## **Roles & Responsibilities 2015**



## **Committee Members Job Descriptions**

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# **Committee Member Job Descriptions**

Committee roles are volunteer roles. The roles within a committee play an integral part in maintaining the efficient running of any organisation.

A detailed job description explaining the responsibilities and duties of each role allows volunteers to be aware of what is required if they decide to undertake any of the jobs and or where they may be best suited to assist.

To better understand this, each position within the sailing club has been listed outlining the responsibilities of the role.

## **COMMODORE**

The Commodore sets the overall annual committee agenda (consistent with the view of the members), helps the committee to prioritise its goals and then keeps the committee on track by working within that overall framework.

Chair the committee meetings and direct their activities.

## **Responsibilities & Duties**

The Commodore should:

- Manage committee meetings
- Manage the Annual General Meeting
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Ensure planning and budgeting for the future of the club is carried out in accordance with the wishes of the members.

## **Knowledge and skills required**

Ideally the commodore would be someone whom:

- Can communicate effectively
- Is well informed on all organisational activities
- Is aware of the future direction and plan of members
- Has a good working knowledge of the constitution, rules and duties of all office bearers and sub committees
- Is a supportive leader for all organisation's members

## **Vice Commodore**

This role is to give support to the role of the Commodore.

Chair committee meetings and direct activities as above in the absence of the commodore

## **Secretary & Registrar**

The Secretary is responsible for all administration, for both juniors and seniors, the recording of minutes, informing committee of meetings and events and liaising with the state sporting association.

- Prepare the agenda for the club/group meetings in consultation with the commodore.
- Make all arrangements including venue , date, times and hospitality for the meetings
- Send adequate notice of the upcoming meetings
- Collect and collate reports from all office bearers
- Call for and receive nominations for committee and other positions within the club for the AGM
- Take the minutes of the meetings
- Write up the minutes of the meetings as soon as possible after the meeting has taken place and distribute a copy to all committee members.
- Read, reply and file all correspondence propyl and accordingly.
- Collate and prepare for the printing of the annual report
- Maintain registers of members names, addresses, life members and all sponsors
- Maintain files of all legal documents such as the constitutions, leases and titles act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- With associations > process/transfer applications, enter teams into competitions, represent your club at association meetings, obtain association sanctions for club events, communicate information between associations and club events ( such as event deadlines )
- Other tasks > Handle bookings and entries, respond to general duties as directed by the club committee

## **Knowledge & Skills required**

Ideally the secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good knowledge of the constitution

## **Treasurer**

The Treasurer is responsible for creating and maintaining the club's budget.

One of the key roles is to maintain and keep all of the clubs financial records up to date. This includes banking monies, keeping track of any unpaid fees and liaising with the state sporting association regarding registrations, paying insurances and affiliation fees.

## **Responsibilities and duties**

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received.
- Ensure that financial reports are available and understood at all committee meetings.
- Show evidence that monies received has been banked and documentation is provided for all monies paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit
- Provide a treasurers report for each monthly meeting and when required.
- Produce an annual financial report.
- Send out all accounts.
- Pay all the bills.

## **Knowledge & Skills required**

Ideally the Treasurer is someone who is:

- Well organised
- Can allocate regular time periods to maintain the books
- Able to keep true and accurate records.
- Has the ability to work in a logical orderly manner
- Aware of information that is needed to be kept for the annual audit.

## **Rear Commodore**

The rear commodore has an extremely important role of ensuring the successful management of on water activities and the welfare of the sailors during the on water sailing club events.

### **Role**

The rear commodore is responsible for:

- The administration and management of all sailing club on water activities
- The welfare of all sailors during training and competition.
- Knowledge , skills, experience and requirements

### **Essential**

- Strong interpersonal and oral communication skills including the ability to effectively liaise with sailors, members m
- , and administrators.
- Strong organisational skills
- Sound knowledge of the procedures , rules and regulations of the activity / racing
- All club officers who are dealing with children are required to have a working with children check > Blue card
- Current first aid certificate

### **Desirable**

- Previous management of Sailing Club on water activities

## **Responsibilities & Duties** –A Checklist for Consideration

The rear commodore has a variety of responsibilities. Some areas to consider when managing sailing clubs on water activities include:

### **Essential**

- Liaising with all club members, sailors, parents, instructors and office bearers to ensure that participants are appropriately dressed and that they are informed of all training, competition and club functions.
- Adjudicating and resolving any issues that may arise amongst members, parents, instructors and supporters
- Acting as a liaison officer between the club and its members.
- Ensuring all equipment is safe; the first aid kit ready for use.
- Ensuring that the sign on sheet and any other rules/regulations of the competition is carried out.
- Ensure that the welfare and safety requirements for all members are met.
- Participants under 18 years must be supervised at all times.