



# Greensforge Sailing Club

## Role of the the President

### Overview

- The position is largely honorific. The holder of the position should ideally be a former Commodore and have been an active member of the Club for a number of years.

### Responsibilities

- In conjunction with the Commodore and the Committee to ensure that the Club is operating in a fair and just manner, being available for discussion with Members and facilitating equitable solutions to any problems that may arise.
- To monitor an overall watching brief on the broad activities of the Club and its Members and if and when required bringing problems to the attention of the Committee.
- To give support to the Committee in discussions with external organizations.

### Specific Tasks

- To oversee the election of a new Commodore, or confirm the position of a standing Commodore. After which the commodore will nominate and oversee the election of the Flag Officers and the Committee

### Skills Needed

- Ideally the President should have a diplomatic and friendly attitude to the Committee and the Club Members.

Should have a good knowledge of the main attributes of a successful Sailing Club and endeavor to ensure the Club's advancement.

## Role of the Commodore

### **Committee Meetings**

- Convene monthly Committee Meetings.
- Organise the agenda democratically and ensure business is conducted according to Club Rules.
- Ensure that there are clear channels of communication, both ways, between the Committee and the Members.
- Each year, make sure the Committee nominates candidates at the AGM for any vacant posts of Flag Officers (Commodore. Vice Commodore, Rear Commodore).

### **General Meetings**

- Each year, organise the agenda for the AGM and other general meetings according to the Rules, so that correct notice is given of elections and of any items to be discussed and so that the Members can receive reports on all important Club business.
- Arrange other general meetings as and when necessary

### **Club Business**

Monitor the Committee's work, so that the various Officers and Committee Members between them can effectively make sure that:

- Membership records are kept and fees collected
- Races and events are organised and placed on a calendar
- Races are run in accordance with the Club's rules

- Results of competitions are recorded and trophies are presented
- There is a fair system for allocating duties
- Social events follow the wishes of the Members
- There is a system to organise and report on the finances of the Club
- There is a system for the maintenance and renewal of Club property
- There is adequate property and liability insurance
- All legal and safety issues are dealt with
- Complaints are dealt with fairly and effectively
- All Members, according to their category of membership, enjoy an equal opportunity to benefit
- Membership is maintained at a viable number by considering issues of retention and recruitment
- The Club maintains contact with its Trustees
- Issues relating to the BWB Licence are kept under review
- The Club's finances are in order
- The club is a going concern financially
- The Club's assets are protected
- To ensure that new relevant legislation is adhered to
- To ensure that best practice is adopted in relation to child protection

### **Role of the Vice Commodore**

During the past three years the role of Vice commodore has comprised generally the following duties:

- Assisting the Commodore and occasionally chairing meetings when the Commodore is not available

**Traditionally the following have been done by the Vice Commodore but currently is being done by the Membership Secretary**

- Organising the duty rota for the OOD Duties and the Safety Boat duties;
- Sending reminders for the OOD and safety boat duties and if I was feeling kind (and stupid) arranging swaps for people.

### **Role of the Rear Commodore**

- Serves as third in command.
- Presides in the absence of the Commodore and Vice Commodore.
- Responsible for social and allied activities in cooperation with the Vice Commodore.
- Represents the club in presenting any physical problems of the club
- Serves as an ex-officio member of all Committees as liaison with the Commodore and the Board.
- Produces all racing results
- Prints race record sheets
- Coordinates PY numbers & pursuit race timings
- Organises presentation evening, Trophies, venue etc
- Issues racing report to committee meeting
- Responsible for OOD duty manual
- Sail now and again!

## **Role of the the Club Secretary**

### Committee meetings

- Prepare and issue minutes of the committee meeting.
- Obtain the agenda from the Commodore and send this out to the members of the club.

### General meetings

- Organise the AGM alongside the commodore and publish the notice of the AGM..
- Take minutes of the AGM including votes taken and cast and decisions made. Prepare and publish the minutes of the AGM to the members.

### Club business

- Maintain the list of contact details for members in collaboration with the membership secretary to keep a current email and address list for publishing information.
- Oversee the Secretary at GSC email account to monitor emails from members and committee for sending out to members
- Assist the committee in preparing documents and information for the club.

## **Role of the Membership Secretary**

- To administer the membership of the club from one year to the next
- To draw up the Membership Form and keep it up to date
- To make the Membership Form available to new and existing members both in the clubhouse and via the website
- To collect membership subscriptions, record and account for them and arrange to have the money banked
- To supply membership details to the Club Treasurer when requested
- To deal with new members to the club; collect their details, completed Membership Form and subscriptions (often pro-rated for part year membership)
- To provide membership reports at the monthly committee meetings and at the AGM
- To draw up a new membership card each year and distribute them to each member.
- To circulate the club handbook to new members
- To liaise with the Treasurer and committee concerning subscription rates for the forthcoming year.
- Supplying up to date members' contact details to the Club Secretary and other committee members as requested whilst at all times keeping confidential any sensitive members' information.

## **Role of the Club Principal**

- Review and update operations manual yearly
- Ensure policies in operations manual are adhered to
- Coordinate yearly inspection and oversee all action points are carried out
- Link with RYA
- Order, maintain and audit certificates
- Coordinate sail school bookings, staff for course
- Maintain records connected to sail sail
- update committee at monthly meetings
- Busiest times are around open day to sell the course; open day; inspection time; course time

## **Role of Committee Member**

- To bring their own personal experience and skills to the running of the club and to undertake any jobs or roles that will help the successful running of the club.
- No special skills necessary, just enthusiasm, new ideas and a sense of humour.
- There are 12 committee meeting a year held on a set evening each month. Each meeting generally starts at 8pm and finishes at 10 to half past. All committee members contribute and join in at meetings as they feel fit.
- Joining the committee is a good way to learn how the club runs and often committee members quickly feel they can step and stand as an officer of the club.