

# Tudor Sailing Club

## Executive Committee Role Descriptions

October 2023

### All

- Ensure bye-laws and constitution are upheld
- Check non members have signed in visitors book
- Check the post box

### Commodore

Elected at the Annual General Meeting and holds office for two years

- Chair the monthly Executive Committee meeting
- Ex-officio member of all full committees but not sub-committees - Currently attends Sailing Committee
- Lead the operational management of the Club through the Executive committee and its designated committees — including guidance regarding financial security
- Ensure bye-laws not specifically managed by other committees are adhered to
- Represent TSC to external bodies
- Manage and chair the annual Nomination meeting and AGM
- Propose to the membership any amendments to the constitution to improve the operating efficiency of the club
- Propose to the membership any strategic initiatives to enhance the interests of the club and its members
- Ensure there is a viable plan for the future stability and growth of the club
- Ensure delegates are appointed to the Langstone Sailing Association and Langstone Harbour Board Advisory Committee
- Ensure a webmaster and Ebb and Flow editor are appointed to facilitate club communication
- Write Annual exec report for the AGM
- Manage club lease and rent renewal

### Vice Commodore

Elected at the Annual General Meeting and holds office for two years

- Attend the monthly Exec committee meeting
- Chair Executive committee in absence of Commodore
- Club Safety Officer:
  - Overseeing the review of risk assessments and safety procedures;
  - Overseeing the implementation of safety procedures;
  - Reviewing any reported incidents/accidents and ensuring learnings are implemented;
  - Leading the continuous improvement of health and safety at the club.
- Ex-officio member of all full committees but not of sub-committees. Currently attends Bosuns Committee.

- Represent TSC to external bodies.
- Carry out Tasks assigned by the Exec Committee.
- Aid the Commodore in carrying out any of the jobs listed above.

## Rear Commodore

Elected at the Annual General Meeting and holds office for two years

Attend the monthly Exec committee meeting

Chair Executive committee in absence of Commodore and Vice Commodore.

Ex-officio member of all full committees but not of sub-committees - Currently attends Social Committee.

To oversee the implementation of the Club Development Plan. In particular by:

- Developing the water and social programmes to encourage greater participation.
- Developing relationships with partner organisations to the benefit of TSC.
- Ensuring that the club is promoted in the wider community.
- Maintaining a long term plan for the development of our facilities and equipment.
- Manage Club notice boards
- Manage Club branding and merchandising

To represent TSC to external bodies.

Carry out Tasks assigned by the Exec Committee.

Aid the Commodore in carrying out any of the jobs listed above.

Master of Ceremonies at AGM???

Management of club lease and rent renewal.

## Honorary Secretary

Elected at the Annual General Meeting and hold office for one year

- Attend the monthly Exec committee meeting
- Prepare the agendas for the Nominations and Annual General meetings
- Take minutes at the Nominations and Annual General meetings and post on website and in clubhouse
- Manage the attendees at the AGM to ensure only eligible members vote
- Manage all correspondence to the Exec Committee ensuring all correspondents receive a reply
- Ensure any updated bye-laws are reflected in club publications
- Ensure any constitution changes are reflected in club publications and the council informed
- Ensure that all committee minutes are published on the website and in the clubhouse.
- Manage version control of all club documents.
- Manage the new membership documentation.
- Organise the annual membership renewal documentation.
- Manage emergency call out lists.
- Manage Radio licence.

- Maintain legal status of Trustees.
- Administration of Club insurance policy and any claims.
- Council liaison correspondence.
- Performing rights licence.
- RYA Affiliation.
- Handle all ad hoc queries that do not fall within the remit of the committees.
- Completing ad hoc projects on behalf of the Exec Committee.

## Assistant Honorary Secretary

Elected at the Annual General Meeting and hold office for one year

- Attend the monthly Exec committee meeting
- Prepare the agendas for the Exec Committee meetings
- Take minutes at the Exec meetings and post on website and in clubhouse
- Support the Hon. Secretary in carrying out the above responsibilities as required

## Membership Secretary

- Organise and attend monthly Prospective Members Meetings.
- Ensure good communication with Prospective Members.
- Facilitate the process of new members joining and integrating with the club.
- Manage the issue and return of keys.
- Be point of contact for membership enquiries, including fee and duty queries.
- Manage the process of members leaving the club.
- Work with the WebCollect Administrator to ensure that membership records are kept up to date.

## WebCollect (or Membership?) Administrator

- Maintain the membership database.
- Ensure that current, relevant, database information given to Exec members when updated.
- Prepare the database for the annual membership renewal documentation reflecting new fees etc
- Collect new joiner and renewal fees .
- Manage and issue relevant boat plaques.
- Liaise with LHB regarding management of plaques and moorings.

## Honorary Treasurer

Appointed by Exec Committee

- Attend the monthly Exec Committee meeting
- Collect renewal fees and issue relevant boat plaques (delegated to WebCollect Administrator)

- Control the finances of the club, recommending financial measures to the Exec for approval. Manage the investment strategy for the club ensuring a Reserve Fund is maintained as required by the Constitution.

Weekly, monthly and annual tasks include:

- Cashing up and reconciling bar and galley takings
- Banking cash and cheques
- Re-imbursing expenditure to members
- Pay monthly accounts by cheque or direct debit
- Monthly bank reconciliations
- Maintain monthly income and expenditure accounts
- Prepare quarterly VAT returns and ensure VAT compliance
- Manage annual budget requests from Committees
- Prepare the annual accounts ready to be audited prior to the AGM
- Present the accounts to the AGM
- Recommend annual fee increase to Exec prior to AGM

## Sailing Secretary

Elected at the Annual General Meeting and hold office for one year

- Attend the monthly Exec Committee meeting
- Chair monthly Sailing Committee Meetings
- Ensure the following are done by effective assignment of responsibilities to Sailing Committee members.
  - Create and communicate the annual sailing calendar and activities for dinghies and cruisers
  - Ensure coverage for Race Officer and Patrol Boat crews for sailing events
  - Arrange necessary training for above — both initial training and refresher courses
  - Monitor usage of Dutyman system to ensure members fulfil their duties to allow the race calendar can operate
  - Ensure sufficient fuel for Tudor Launches
  - Maintain equipment log
  - Liaise with other local sailing clubs for inter club events
  - Monitor sailing accounts and present budget request to treasurer
  - Present a report on sailing activities monthly to Exec and annually to AGM
  - Provide maintenance hours to the WebCollect Administrator for renewals
  - Ensure that Risk Assessments and other procedural documents are routinely reviewed.
  - Ensure byelaws and other procedures relating to sailing activities are enforced
  - Manage racing rules, results, protests and all matters relating to sailing activities
  - Manage Annual Regatta and Junior Regatta
  - Produce written job descriptions for each role within the sailing committee and ensure each member understands and fulfils designated role

## Captains Secretary

Elected at the Annual General Meeting and holds office for one year

- Attend the monthly Exec Committee Meeting
- Chair monthly Captains Committee Meetings
- Ensure the following are done by effective assignment of responsibilities to Captains Committee members.
  - Create and communicate the annual on-the-water calendar for dinghies, cruisers, gigs and kayaks
  - Ensure sufficient fuel for Tudor Launches
  - Maintain equipment log
  - Liaise with other local sailing clubs for inter club events
  - Monitor sailing accounts and present budget request to treasurer.
  - Present a report on sailing activities monthly to Exec and annually to AGM.
  - Provide maintenance hours to the WebCollect Administrator for renewals.
  - Ensure that Risk Assessments and other procedural documents are routinely reviewed.
  - Oversee the implementation of procedures relating to on-the-water activities
  - Manage the Annual Regatta and Junior Regatta
  - Manage the Open Day
  - Manage annual the Awards Evening
  - Produce written job descriptions for each role within the Captains Committee and ensure each member understands and fulfils designated role

## Dinghy Captain

Attend monthly Captains Committee Meeting

Chair monthly Dinghy Sailing Sub-Committee Meetings

Ensure the following are done by effective assignment of responsibilities to Dinghy Sailing Committee members.

- Manage the programme of dinghy sailing events.
- Manage racing rules, results, protests and all matters relating to on-the-water activities
- Ensure coverage for Race Officer and Patrol Boat crews for dinghy sailing events.
- Arrange training for club duties — both initial training and refresher courses.
- Maintain Bruce.
- Maintain club dinghies.
- Monitor usage of Dutyman system to ensure members fulfil their duties to allow the race calendar to operate.
- Oversee Dinghy Cadet Section?? (Is dinghy cadet captain on this committee or captains committee??)
- Recommend spending requirements to Captains Committee.
- Ensure that Dinghy Sailing Risk Assessments and other procedural documents are routinely reviewed.

- Co-ordinate the implementation of procedures relating to on-the-water activities.
- Provide maintenance hours to the WebCollect Administrator for renewals
- Produce annual list of trophy winners for Awards Evening.
- Record decisions and actions.
- Produce monthly report to the Captains Committee.

## Rowing Captain

Attend monthly Captains Committee Meeting

Chair monthly Rowing Sub-Committee Meetings

Ensure the following are done by effective assignment of responsibilities to Rowing Sub-Committee members.

- Ensure that Rowing Risk Assessments and other procedural documents are routinely reviewed.
- Co-ordinate the implementation procedures relating to on-the-water activities
- Manage the programme of rowing events.
- Manage racing rules, results, protests and all matters relating to on-the-water activities
- Ensure coverage of row leaders for rowing events.
- Arrange training for club duties — both initial training and refresher courses.
- Provide maintenance hours to the WebCollect Administrator for renewals.
- Maintain club gigs.
- Oversee Rowing Cadet Section?? (Is rowing cadet captain on this committee or captains committee??)
- Produce annual list of trophy winners for Awards Evening.
- Record Decisions and Actions.
- Produce monthly report to the Captains Committee.

## Bosun

Elected at the Annual General Meeting and holds office for one year

Attend monthly Executive Committee Meeting

Chair monthly Bosuns Committee Meetings

Ensure the following are done by effective assignment of responsibilities to Bosuns Committee members

- Routinely review and implement risk assessment and safety procedures for boat moving.
- Routinely review and implement risk assessment and safety procedures for working on heavy equipment, groundhog operation and compound safety.
- Liaise with Treasurer to manage Bosuns Committee accounts and submit annual budget request.

- Manage club moorings, specifications, positioning etc.
- Maintain the visitors mooring.
- Liaise with Sailing Committee to agree allocation of compound usage for sections and equipment.
- Manage allocation of moorings and compound spaces including timely communication with the Hon. Secretary, Membership Secretary, WebCollect Administrator and Treasurer of any changes/new allocations.
- Maintain waiting lists for moorings and compound space.
- Provide list of summer layup fees to WebCollect Administrator Secretary for invoicing.
- Arrange and manage annual cruiser launch and recovery.
- Manage the maintenance of the hoist, tractors and other mechanical equipment.
- Manage maintenance of club owned launches, RIBs and outboards.
- Arrange safety inspections for hoist strops and any other equipment requiring inspection.
- Manage the use of hoist, tractors and groundhog and ensure appropriate training is provided.
- Garage housekeeping.
- Obtain estimates for essential repairs and gain executive approval when outside delegated budget.
- Maintain Bosuns logbook.
- Removal of unseaworthy and unmarked boats.
- Provide documented job descriptions for identified roles — eg compound and moorings bosun.
- Compound housekeeping.
- Provide maintenance hours for renewals.

## Maintenance Officer

Elected at the Annual General Meeting and hold office for one year

Attend monthly Executive Committee Meeting

Chair monthly Maintenance Committee Meetings

Ensure the following are done by effective assignment of responsibilities to Maintenance Committee members:

- Routinely review and implement risk assessments and safety procedures
- Submit annual budget request to the treasurer
- Obtain estimates for essential repairs and gain executive approval when outside delegated budget
- Maintain Boiler
- Manage Gas Supply
- Manage Cesspit
- Arrange routine fire risk assessment and address its findings.
- Ensure lease and insurance obligations are met — eg painting
- Maintain / clean slipway.
- Maintain club signage.
- Manage cleaning of clubhouse and toilets

- Clubhouse spring cleaning.
- Cutting grass / gardens.
- Manage the club's security alarms and lighting.
- Carry out all general building and grounds maintenance / repairs.
- Organise and maintain a roster of volunteers for general working parties.
- Provide maintenance hours for renewals.
- Provide safe facilities and working practices.

## Social secretary

Elected at the Annual General Meeting and hold office for one year

Attend the monthly Exec Committee meeting

Chair the Social committee

Ensure the following are done by effective assignment of responsibilities to Social Committee members:

- Ensure the Galley Duty rota has a full complement of trained staff and monitor and manage attendance.
- Train new staff as required.
- Ensure Galley staff are aware of food handling regulations.
- Provide maintenance hours for renewals.
- Propose an annual program of social events for members and manage those events.
- Ensure social events are advertised to the membership.
- Provide additional Galley provision if required for club events, e.g. lift in / lift out, regattas.
- Check the Galley stock level routinely and ensure the Galley is fully stocked with food and drink as necessary.
- Perform two stock checks each year.
- Regularly check the operation of the appliances in the Galley notifying the Maintenance officer of any issues.
- Manage the clubhouse private bookings process.
- Manage Galley accounts and submit an annual budget request to the treasurer.

## Bar Manager

Appointed by the Executive Committee and holds office for two years

Attend the monthly Exec Committee meeting

Ensure the following are done by effective assignment of responsibilities to bar volunteers:

- Manage the club's drinks license.
- Ensure the Bar Duty rota has full complement of trained staff; monitor and manage attendance.



- Train new staff as required.
- Provide maintenance hours for renewals.
- Check bar stock levels routinely to ensure bar is fully stocked with food and drink
- Check club social diary to ensure bar stock is adequate for club and private functions.
- Check quantity in gas bottles and re-order accordingly.
- Check sufficient bar cleaning liquid and equipment — re-order accordingly Set up pipe cleaning rota and ensure it is adhered to Recycle as much as possible.
- Perform two stock checks per annum.
- Manage bar accounts and submit an annual budget request to treasurer.
- Liaise with Social Secretary on staff for private functions.

## Trustees

The Property of the Club shall be vested in three Trustees who shall be appointed by the Executive Committee and shall hold office for five years or until resignation from the Club or withdrawal. The Trustees of the Club shall have the right to attend Executive Committee Meetings in a non-voting capacity.

All property of the Club shall be vested in the Trustees to be dealt with by them as the Executive Committee may from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expenses out of the Club property.

- Attend the monthly Executive Committee meeting - optional
- Ensure the long term interests of the club are taken into consideration
- Be responsible for all club property
- Ensure the club is run according to the constitution in a legal and responsible fashion
- Act in capacity of "owners" including signing club lease
- In case of the Club folding, oversee the winding up of the club finances and obligations as specified in the constitution