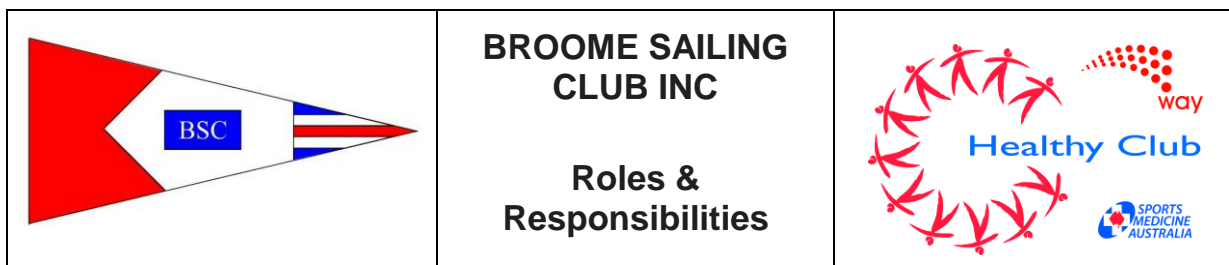


BSC Roles & Responsibilities

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Committee Member Job Descriptions

A job description allows volunteers to better understand what assistance is required and makes it easier for them to find the best way to assist. By reviewing your season schedule you will better understand the roles required to ensure your club enjoys a successful season.

The job descriptions just provide an overview of what work the club needs to get done by the team (committee).

Commodore

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

Chair committee meetings and direct their activities.

Responsibilities and duties

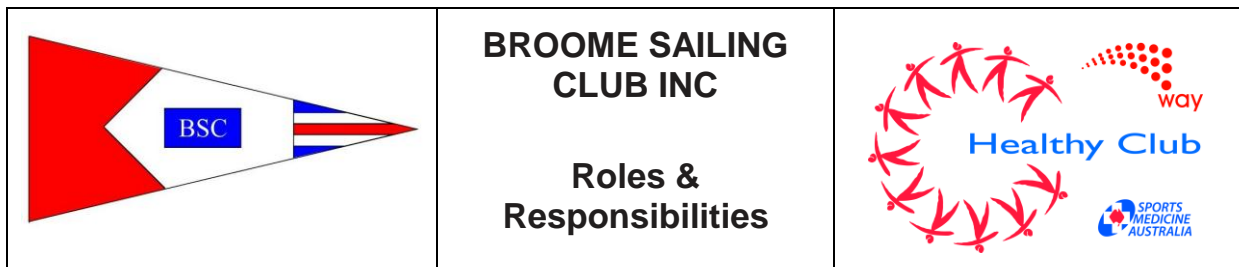
The Commodore should:

- 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 the planning and budgeting for the future is carried out in accordance with the wishes of the members

Knowledge and skills required

Ideally the Commodore is someone who:

- can communicate effectively
- is well informed of all organisational activities
- is aware of the future directions and plans of members
- has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- is a supportive leader for all organisations' members



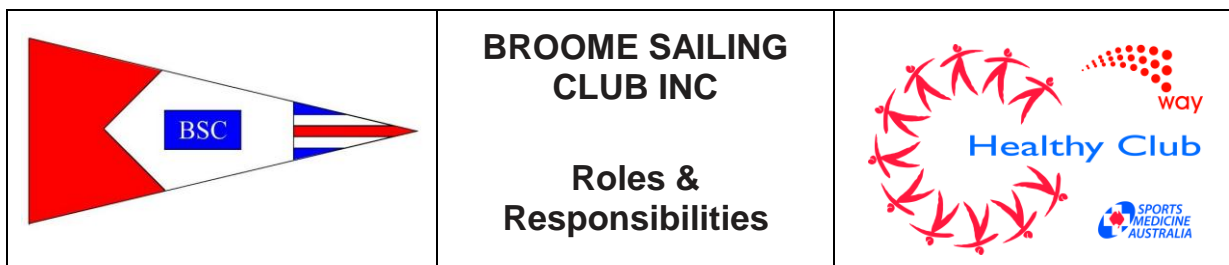
Vice Commodore

Chair committee meetings and direct their activities as above in the absence & supporting role of the Commodore.

Secretary & Registrar

The Secretary is responsible for all administration 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 club/group meetings in consultation with the commodore
- make arrangements including venue, date, times and hospitality for club meetings
- send adequate notice of the meetings
- collect and collate reports from office bearers
- call for and receive nominations for committees and other positions for the club AGM
- take the minutes of meetings
- write up the minutes as soon as possible after the meeting
- read, reply and file correspondence promptly
- collate and arrange for the printing of the annual report
- maintain registers of members' names and addresses, life members and sponsors
- maintain files of legal documents such as 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 in competitions, represent your club at association meetings, obtain association sanction for club events, communicate information between association and club members (such as event deadlines)
- other tasks — handle bookings and entries, respond to general duties as directed by the club committee



Knowledge and skills required

Ideally the secretary is someone who:

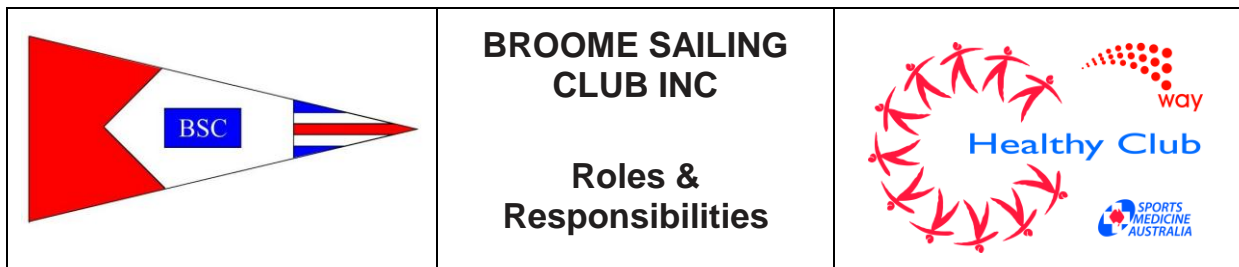
- can communicate effectively
- is well organised and can delegate tasks
- can maintain confidentiality on relevant matters
- has a good knowledge of the constitution

Treasurer

The Treasurer is responsible for creating and maintaining the club budget, maintaining all club financial records. Tasks include banking money, keeping track of unpaid fees and liaising with State Sporting Association regarding registrations paying insurance and affiliation fees.

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
- make sure financial reports are available and understood at all committee meetings
- show evidence that money received is banked and documentation provided for all money paid out
- ensure that information for an audit is prepared each year
- arrange the audit
- give Treasurer's report at regular meetings and when required
- produce an annual financial report
- send out accounts
- pay the bills



Knowledge and skills required

Ideally the Treasurer is someone who is:

- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- able to work in a logical orderly manner
- aware of information, which is needed to be kept for the annual audit

Rear Commodore

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

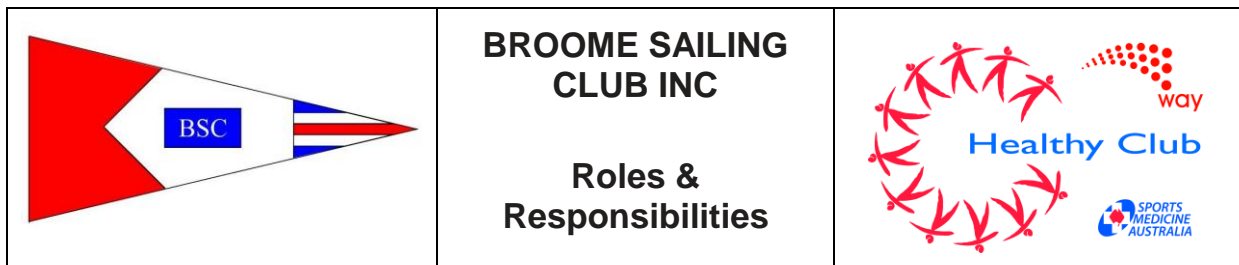
Role:

The rear commodore is responsible for the:

- administration and management of all sailing club on water activities and
- 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 and administrators
- Strong organisational skills
- Sound knowledge of the procedures and rules/regulations of the activity/racing
- All club officers who are dealing with children are required to have a working with children Check (WWC).
- Current First Aid certificate.



Desirable

- Previous management of Sailing Club on water activities

Responsibilities and Duties – A Checklist for Consideration

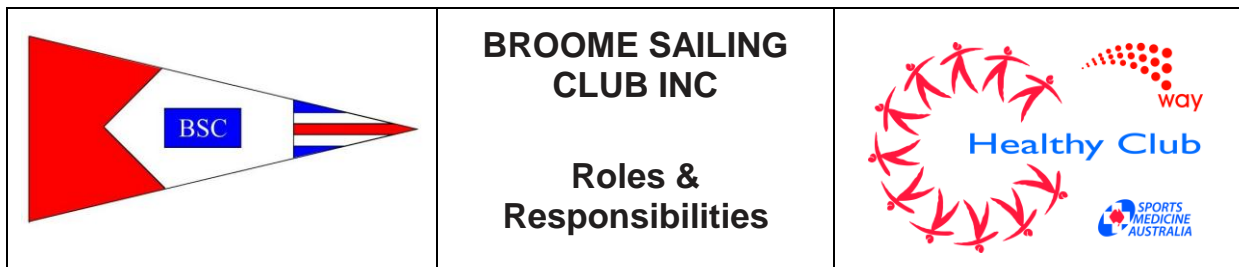
The Rear Commodore has a variety of responsibilities. Some areas to consider when managing sailing club on water activities include:

Essential

- Liaising with all members, sailors, parents, instructors and office bearers to ensure the participants are appropriately dressed and informed of training, competition and club functions
- Adjudicating any problems that may arise amongst members, parents, instructors and supporters
- Acting as liaison officer between the club and its members.
- Ensuring all equipment is safe; the first aid kit is ready for use.
- Ensuring the sign on sheet and any other rules/regulations of the competition are carried out
- Ensuring all welfare and safety requirements for the members are met.
- Participants under 18 years must be supervised at all times. It is extremely important that all office bearers are aware of relevant policies including:
 - Child Protection Policy
 - Harassment Free Policy
 - Codes of Conduct.

Principal Race Officer/Controller (PRO)

The Principal Race Officer is responsible for fixturing and recording general statistics including results, votes and standings. Responsibilities also include organising additional volunteers, maintaining equipment and ensuring safety procedures are in place.



It shall be the duty of the PRO:-

- To calculate and set handicaps.
- To act as senior race organiser.
- To prepare and arrange programmes of racing.
- On each day to appoint an Officer Of the Day who shall be responsible for all Club equipment and for the setting up of buoys, the selection of the sailing course for the day, and the settling of final details for each race.

Other Roles within the Club

The following descriptions provide an overview of what work the club needs to get done by the team of all sailing club members.

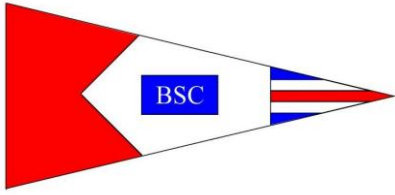

Officer of the Day (OOD)

Purpose

- To play leadership and coordinating role among the rescue boat volunteers, oversee the activities of the start/finishers/time keepers to ensure they are carrying out their purpose and duties, to generally promote high standards in the running of races for BSC.

Duties

- To perform duties applicable to all Race OOD as required.
- To provide direction and guidance to the rescue boat volunteers and to oversee their activities to ensure they are carrying out their duties and responsibilities.
- To ensure races and weekend events are serviced by rescue/starting boat volunteers as required, and to prepare schedules and duty rosters for the volunteers.
- To act as the Principal race officer (PRO) and take the lead in running a race when there is no designated volunteer capable of performing this role for the race, and to co-ordinate and assign roles among the volunteers so that they are able to carry out their expected tasks in helping to run a race.

	<p style="text-align: center;">BROOME SAILING CLUB INC</p> <p style="text-align: center;">Roles & Responsibilities</p>	
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- When acting as the PRO and when time and circumstances permit, to instil a greater understanding of management among volunteers by answering their questions and providing instruction and information about race management.
- To problem solve, but where necessary, to seek out advice and support from the PRO or Rear Commodore.
- Perform other related duties as directed.

Reporting

- The OOD shall report to the race officer as necessary. The OOD shall report problems and difficulties to the appropriate person.

Qualifications

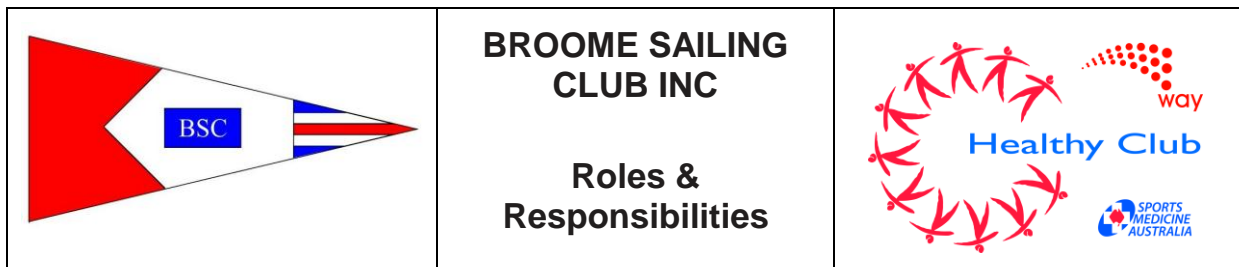
- RST
- MROCP
- Good working knowledge of BSC Sailing Instructions, the Racing Rules of Sailing (RRS), race management, and safe boating practices.
- Previous experience as an OOD or equivalent experience or knowledge.
- A demonstrated ability to assume responsibilities and lead and coordinate volunteers to produce desired outcomes.

Marketing & Promotions Co-ordinator

The Marketing Person is responsible for keeping members and the public informed of all events and functions via the media and club website. The marketing person will also source merchandise opportunities.

The Marketing and Promotions Co-ordinator should:

- develop (as part of the club plan) in conjunction with the Marketing and Promotions Committee the club marketing plan
- work with the Treasurer to develop a budget for the marketing plan
- oversee the implementation of the strategies in the marketing plan
- submit regular reports to the club committee



Knowledge and skills required

Ideally marketing & promotions volunteer is someone who:

- can communicate effectively
- is positive and enthusiastic
- is well organised
- has marketing expertise and experience in dealing with the local media

Sponsorship, Fundraising & Grants Co-ordinator

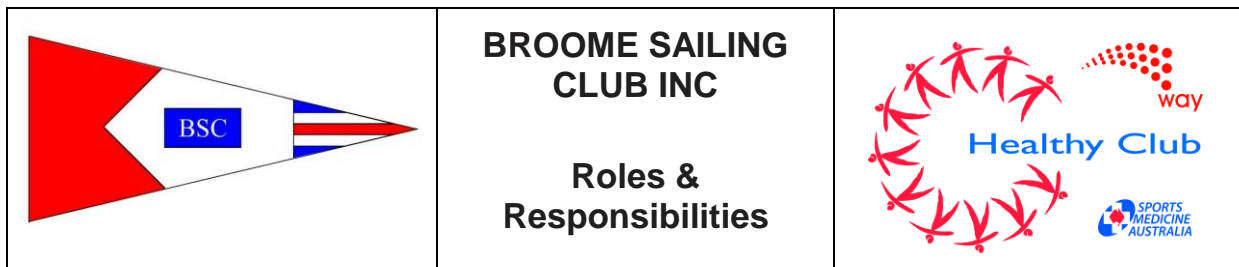
The Sponsorship and fundraising coordinator is responsible for attracting sponsorship, accessing grants and arranging fundraising and social events aimed at bringing members together, attracting new members and raising the profile of the club. The role of such person or committee would be to:

- Determine what purpose the funds are being raised for;
- Develop a fundraising plan;
- Identify potential source of funds e.g. sponsorship, grants etc;
- Write the grant application or sponsorship proposal.
- Ensure the acquired funds are being used for the designated purpose.
- Maintain relationships with donors, grant agencies and sponsors.

Sailing Instructor & Assistant Sailing Instructor

Desirable

- Drawing up a parent's roster for on beach base support for first aid, transporting boats & equipment, toilet run.
- Ensuring all participants remain together during the course and support each other whilst they are undertaking club activities.
- Receiving money from course participants for fees and any club functions. Providing a receipt for this money, issuing a receipt to the participant or parent and handing the money to the treasurer as soon as possible.
- Distributing to participants and coaches the club newsletter and any State Association information.



Race Boatswain

Purpose

To provide Broome Sailing Club the capacity to run good races and competitive sailing events and to provide the necessary support to the BSC volunteer race committee.

Duties

- Clean, maintain and repair racing equipment, ensuring flags, marks, floats and ground tackle etc. are functional and storage is kept in good order.
- Ensure that the rescue boat is kept clean and tidy and ensure that all safety equipment is on board and in good order.
- Prepare required race equipment and load boats in a timely fashion prior to each scheduled race.
- Operate boats and perform mark setting and race committee duties as directed.
- Operate boats using common sense and within safe parameters under guidance in an emergency situation.
- Retrieve marks, secure boats and return all equipment to storage at the completion of sailing activities in a timely manner.
- Perform other related duties as directed.

Qualifications

- RST
- MROCP
- Good working knowledge of BSC Sailing Instructions, the Racing Rules of Sailing (RRS), race management, and safe boating practices.
- Previous experience as a Race Boatswain or equivalent experience or knowledge.
- A demonstrated ability to assume responsibilities and lead and coordinate a team of volunteers to produce desired outcomes.