

Terms of Reference of the GMY&BC Executive Committee, and Other Club Roles, March 2017

CLUB OFFICERS

With non specific briefs

President

Vice Presidents

Elected Annually at the AGM

Commodore

Vice Commodore

Hon. Secretary

Hon. Treasurer

Hon. Membership Secretary

Sailing Secretary

House Member

Publicity Officer

Non Elected

Water Bosun / Lake Manager

Welfare Officer

Commodore

- Meet, greet and promote club interests
- Receive enquiries from any source and deal with, or re-route as necessary
- Act as nominated club contact for MYA including: receipt of correspondence, race packs, voting papers etc.
- With name, address and phone number disclosed and published act as first port of call for telephone enquiries
- Assist Membership Sec by producing and distributing New Membership enquiry packs
- Liaise with and attend meetings with Gosport Borough Council and Natural England
- Approve minutes as drafted by club Sec
- Attend meetings and liaise with M&S District
- Chair the AGM
- Chair Executive Committee meetings

Vice Commodore

- Assist the Commodore in the day to day running of the club
- Represent the Commodore in his absence at any meeting or event
- Represent the Club at Gosport Tourist Forum meetings
- Accompany Commodore to meetings with Gosport Borough Council officials
- Attend committee meetings and AGM

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- Manage boatshed berthing arrangements

Hon Secretary

- Record the minutes of all committee meetings and distribute to all committee members, Trustees and Class captains – additional copy to be placed in clubhouse folder
- Record the minutes of the AGM and distribute to all members
- Produce committee meeting agenda and distribute to all committee members
- Produce AGM agenda and distribute to all members
- Produce 'members attending' list for AGM
- Send correspondence on behalf of GMY&BC committee and members as and when required
- Liaise with the committee and members on all aspects of the club and action as necessary
- Produce directions for travel to AGM venue & distribute to all members
- Produce 'new proposal' form for AGM & distribute to all members
- Produce 'nomination of committee members' form for AGM and distribute to all members
- Send copy of previous year's AGM minutes to members joining in the current year

Hon. Treasurer

- Receive and account for all monies due to the Club, issuing receipts as appropriate
- Pay all bills for which the Club is liable, obtaining receipts where appropriate
- Maintain an analysed cash book up to date, together with cross reference records and receipts
- Bank surplus cash at regular intervals and retain a small cash balance to meet incidental expenses
- Reconcile bank balance and cash surplus monthly
- Maintain a reasonable level of funds in the Club's current account and transfer any surplus to the Club's interest earning account(s)
- Report on the state of the club's finances at each Executive Committee meeting
- Prepare the Club's annual financial accounts, presenting them for audit by the team nominated at the AGM
- Report on the Club's overall financial position to the AGM, making recommendations concerning future level of Subscriptions, Berthing and Measuring Fees
- Liaison with Membership Sec. as necessary
- Maintain a list of Club fixtures and fittings together with approx. valuation for review when renewing Insurance Policy
- Liaise with Insurers to ensure Club has adequate cover

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- Forward members' MYA subscriptions and details to MYA Treasurer at regular intervals
- Maintain a stock of spare outer door keys, issuing to suitably authorised/qualified members

Hon. Membership Sec

New Members

- Receive completed application forms, acknowledge and explain the need for approval at committee
- Forward cheques and cash payments to Hon. Treasurer
- Write to applicants if information or correct payment is missing
- Bring names to committee meeting or if no meeting imminent forward applicant details to committee members for approval
- Ratify approvals at Committee
- Write to successful applicants welcoming them to the Club, enclosing treasurer's receipt, membership card, Club programme and copy of Club Rules
- Add successful applicant details to GMYBC membership database

Renewals

- Receive renewal forms
- Forward payments to Hon. Treasurer
- Write to applicants if information or correct payment is missing
- Forward treasurer's receipt -,if appropriate and send a copy of the current rules and Club programme
- Update GMY&BC database with member details
- Write to members who have not renewed by renewal cut-off date

Database

- Update membership records as changes occur
- Provide committee members and class captains with membership data - to **only** be used on club business
- Send newsletters to all members

Committee Meetings

- Attend committee meetings
- Provide information about new applicants for ratification of membership
- Provide information about membership according to data collected

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Sailing Secretary

- Determine a yearly racing calendar, liaising with the Commodore, all class captains, Met & Southern District and the MYA
- Maintain records of race results and publish on Club notice board
- Organise OODs and race officials
- Liaise with Class Captains, House Officer, flag and buoy marshal for specific events
- Attend Committee meetings
- Chair Class Captain's meetings

House Officer

- Keep an eye on structure and permanent fittings, and report any defects to Council Liaison Officer for onward reporting to council. In emergency report to Council Engineer direct
- Maintain and improve (as required) all temporary fittings (stowage, shelves etc.) not under Council responsibility
- Ensure Clubroom and Boathouse are kept clean and that fixtures, fittings, furniture etc do not constitute H&S risks
- Ensure there are clean towels, toilet paper and soap
- Top up supplies of victuals for hot drinks and maintain supply of cleaning materials
- Maintain First Aid Box contents
- Liaise with security company for alarm matters
- Attend committee meetings and present any item that a member may wish to be raised

Publicity Officer

- Promote GMY&BC
- Create publicity material and advertise events both locally and nationally
- Prepare copies of GMY&BC Newsletter periodically for distribution
- Attend committee meetings
- Represent the club at Gosport Tourist meetings
- Assist Membership Sec by producing and distributing New Membership enquiry packs

Website Manager

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- Edit, publish and maintain Websites

Council Liaison

- Liaise with Gosport BC concerning engineering works, to cover: maintenance, water levels and long term projects after obtaining approval from the committee
- Attend committee meetings

Water Bosun / Lake Manager

- To maintain lake water levels as high as practicable, taking into tidal conditions into account
- Operate the sluice in accordance with the club's agreement with Natural England (NE) to control height and quality of the lake water
- Be conversant with and follow Risk Assessment procedures re sluice operation
- Take water samples to monitor salinity of the lake
- Maintain a written record of sluice operations, depth of water and salinity levels
- Maintain club's racing mark buoys – including sinkers – in good order. Position as agreed with Sailing Sec.
- Advise the Executive Committee as early as practicable of any problems arising over maintenance of the lake and its water levels
- Liaise with Gosport Borough council contractors as directed by the committee
- Comply with Club H&S policy when carrying out tasks listed above

Welfare Officer

- Point of contact for news of members who are unwell
- Prepare and send cards on behalf of the club

Club Measurers

- To be accredited and accepted by the MYA
- To be fully conversant with the Class Rules (s)he is accredited to measure
- To measure members' boats when requested
- To complete appropriate forms as required
- To collect measuring fee in the amount decided at AGM and forward to Hon. Treasurer
- To ensure all equipment is stowed properly after use

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- At least one measurer is to be available at major events