

# TSC Committee Member Position Descriptions

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

The underlying spirit of TSC lies in the principle of being a “club” wherein the members are responsible for the Club’s existence, both financially and operationally. Hence, the club requires the voluntary input of its members in order to care for the facilities and to function smoothly - YOUR COMMITTEE NEEDS YOU!

***All Management Committee Officers are required to have a current QLD working with children check - Blue***

The main responsibilities of each committee role are as follows:

## 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 is responsible for:

- Managing committee meetings
- Managing the Annual General Meeting and managing any Special General Meetings
- Representing the Club at local, regional, state and national levels
- Acting as a facilitator for club activities
- Ensuring the 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 and oversee off-water activities. In the absence of the Commodore the Vice Commodore chairs committee meetings and directs activities as above.

The Vice Commodore is also responsible for:

- Facilitating off-water activities
- Equipment maintenance.

## 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.

### Responsibilities & Duties

- The administration and management of all sailing club on-water activities
- Liaising with all club members, sailors, parents, instructors and office bearers to ensure that participants are informed of club events
- 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
- Ensuring first aid kits are stocked and ready for use
- Ensuring that the sign on/off sheets and any other rules/regulations of the competition are carried out
- Ensuring that the welfare and safety requirements for all members are met during training and competition
- Ensuring that participants under 18 years are supervised at all times.

### Knowledge and skills required

- 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, rules and regulations of the activity / racing
- Desirable - Previous management of Sailing Club on water activities

## Secretary

The Secretary is responsible for all committee administration, the preparation of the committee meeting agendas and recording of minutes, informing committee of meetings and events and liaising with the state sporting association.

### Responsibilities & Duties

- Preparing the agenda for the Club/group meetings in consultation with the Commodore
- Sending adequate notice of upcoming meetings
- Collecting and collating reports from all office bearers
- Calling for and receive nominations for committee and other positions within the Club for the AGM
- Taking the minutes of the meetings
- Writing up the minutes of the meetings as soon as possible after the meeting has taken place and distributing a copy to all committee members
- Collating and preparing for the printing of the annual report
- Maintaining files of all legal documents such as the constitutions, leases and titles act, as the public officer of the Club liaising with members of the public, affiliated bodies and government agencies.
- Communicating information between associations and club events (such as event deadlines)
- With associations > processing/transferring applications

This role is supported by the Club *Sports Administration Officer*.

## Registrar

## Responsibilities and duties

- Maintaining registers of members, life members and sponsors names and addresses
- Preparing monthly reports on new members
- Working within the RevSport data base to ensure new members details and expiring memberships are processed correctly

## Knowledge & Skills required

Ideally the secretary / registrar 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

## Director

### Responsibilities and duties

- Can support and advise the committee in all areas
- Has involvement with the strategic plan of the club
- Adheres to and supports other members to abide by correct governance

### Knowledge & Skills required

- Can communicate effectively
- Is well organised and can delegate tasks
- 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 Club's 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 Treasurer's report for each monthly meeting and when required.
- Produce an annual financial report.
- Send out all accounts.
- Ensure all bills are processed.

### 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.

# Other Non-Committee Roles within the Club

## Principle Race Officer/Controller (PRO)

### Responsibilities and duties

The Principle race officer is responsible for fixturing and recording general statistics including results, votes and standings. Their role also includes organising additional volunteers, maintaining equipment and ensuring safety procedures are in place.

Their duties shall include;

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

## Officer Of the Day (OOD)

To play the leadership role amongst the rescue boat volunteers, oversee the activities of the start/finish time keepers. To ensure they carry out their set tasks/ duties, to generally promote high standards in the running of races for the Townsville sailing Club.

### Responsibilities and duties

- To perform all duties as directed and applicable to the role of OOD.
- To provide direction and guidance to the rescue boat volunteers and to oversee their activities, ensuring they understand their role.
- To ensure that race weekend events are serviced by rescue/starting boat volunteers as required, and to prepare schedules and duty rosters for those volunteers.
- To act as the principle race officer (PRO) and take the lead in running a race where no designated volunteer that is capable of performing this role for the race.
- Provide instructions and information regarding race management.
- To problem solve, but where necessary seek advice and support from PRO & Rear Commodore.

The OOD shall report to the race officer as necessary. The OOD shall report any problems and difficulties to the appropriate persons.

### Knowledge & Skills required

- Competent usage of marine radio
- Good working knowledge of TSC Sailing Instructions, the Racing Rules of sailing (RRS), race management, and safe boating practice.
- Previous experience as an OOD or equivalent experience or knowledge.
- Demonstrate the ability to assume responsibilities and lead and coordinate the volunteers to produce desired outcomes.

## Marketing & Promotions Coordinator

### Responsibilities and duties

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

The marketing and promotions Coordinator should:

- Maintain and update the Facebook page and web site
- Develop (as part of the club plan) in conjunction with the marketing and promotions committee the clubs marketing plan.
- Work with the Treasurer to develop a budget for the marketing plan.
- Oversee the implementation of the strategies in the marketing plan.

### Knowledge & Skills Required:

Ideally any 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.

*This role is assisted by the Club Administration Officer*

## Fundraising Coordinator

### Responsibilities and duties

- Develop a fundraising plan
- Identify potential source of funds e.g. sponsorships, grants, etc.;
- Coordinate volunteers to assist with fundraising events
- Determine what purpose the funds raised will be used for.
- arranging fundraising and social events aimed at bringing the membership together, attracting new members and raising the profile of the club.

### Knowledge & Skills Required:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised

## Grants Coordinator

### Responsibilities and duties

- Identify potential source of funds e.g. sponsorships, grants, etc.;
- Complete and submit the grant application /sponsorship proposal.
- Ensure the acquired funds are being used for the designed purpose.
- Maintain relationships with the donors, grant agencies and sponsors.

### Knowledge & Skills Required:

- Can communicate effectively
- Is well organised

## Race Boatswain

To provide the necessary support to the TSC volunteer race committee.

### Responsibilities and duties

- Clean, maintain and repair racing equipment, ensure 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 that all the safety equipment on board is in good order.
- Prepare the required race equipment and load the boats in a timely fashion prior to each scheduled race. Service requirements are being met.
- Operate boats and perform mark setting and race committee duties and safety boat requirements using common sense and within safe parameters under guidance in an emergency situation.
- Retrieve marks, secure boats and return all equipment the storage area at completion of the sailing activity in a timely manner.

### Knowledge & Skills Required:

- Competent usage of marine radios.
- Good working knowledge of the TSC Sailing Instructions, and RRS (Racing Rules of Sailing), race management and safe boat handling practices.
- QLD boat license and power boat experience.
- A demonstrated ability to assume responsibilities, to be able to lead and coordinate a team of volunteer to produce the desired outcomes.

*Please note this is an outline only of the main duties of each role.*