

GFS Committee Roles and Responsibilities

Commodore

Responsible to the members for management of the Club, with support of the Committee, in accordance with the Club's objectives, Rules of Incorporation and House Rules.

Committee member succession planning

Committee management calendar tasks

Annual General Meeting

Club sponsor relationship

Monitor Public Health Requirements

Position Descriptions reviewed annually

Expenditure Guidelines

Vice Commodore

Club risk management reviewed annually

Club Insurances maintained and reviewed annually

Assume role of Commodore in the absence of the Commodore

Assist in monitoring Public Health requirements in relation to COVID -19 restrictions

Regular review of Clubhouse documents

Rear Commodore Sailing Secretary

Sailing Committee chairperson

Sailing Event Notification (Aquatic Licence) renewal

Saturday Spring and Autumn Series Management and Overall Series

Down Harbour Series management

Saturday Summer Series management

Winter Series Liaison with BSC, DSC and PRSC

Saturday Division and Down Harbour Series composition

Handicapping – joint responsibility with Handicapper

Production and distribution Sailing Instructions

Course development in conjunction with Twilight Commodore

Course Setting for Saturday (Spring, Summer, Autumn) Series and Down Harbour Series

Starter briefing for all Saturday Series - monitoring weather, tides, shipping and course setting

Saturday incidents referred to Protests Convener

Race Results – oversight and posting on GFS website in conjunction with Starters

Jointly responsible for monitoring crew registration compliance

Ensure appropriate training for starters and checking for starters to have appropriate licences for start boat operation

Safety Audit-all keel yachts-joint responsibility with Safety Officer and Twilight Captain

Saturday Fleet promotion

Posting relevant information on the GFS website

Maintenance of TopYacht entry system in conjunction with Twilight Captain and Assistant Secretary - Handicapper

Rear Commodore -Twilights

Division composition jointly with Handicapper and Sailing Secretary

Safety audit-jointly with Sailing Secretary & Safety Officer

Setting job descriptions and ensuring appropriate training for Starters/Launch Drivers (jointly with Rear Commodores: Sailing Secretary, Juniors and Safety Officer)

Course development in conjunction with Rear Commodore Sailing Secretary

Course Setting

Starter briefing for all Twilight Series - monitoring weather, tides, shipping and course setting

Acceptance of Twilight protests and referral of protests to the Protests Committee Chair

Race Results – oversight and posting on GFS website in conjunction with Starters and Assistant Secretary - Handicapper

Maintenance of TopYacht entry system in conjunction with Sailing Secretary and Assistant Secretary - Handicapper

Duty Roster

Rear Commodore Junior Sailing

Overall Co-ordination of Sunday Dinghy Sailing

Establish and manage a Junior sailing program as part of Australian Sailing Discover Sailing Centre

Maintain sabot fleet and equipment

Maintain Junior Sailing website and conduct any required marketing

Manage the registration/membership of Junior Sailing course participants in conjunction with the Membership Secretary.

Appointment and management of Sailing Instructors and Coaches

Sailing instructions and course settings jointly with the Sailing Coach

Safety inspections jointly with Safety Officers

Ensure appropriate training for Starters/Launch Drivers (jointly with Rear Commodores: Sailing Secretary, Twilights and Safety Officer)

Duty roster including Officer of the Day

Association(s) representative

Monitor weather, communications with rescue boat,

Jointly responsible for monitoring First Aid equipment, RIBS equipment and servicing

Incident log

Ensure appropriate clothing and equipment for all participants

Public Officer

To undertake the role in accordance with Rule 16.1 of the Club's rules of incorporation

Secretary

To undertake the role in accordance with Rule 16.2 and 16.3 of the Club's rules of incorporation
Such records to be maintained on the Club's computer system as A Class Club records.

Assistant Secretary-Handicapper

Maintenance of Yacht handicap system & records

Adoption of standard user- friendly programmes

Respond to queries and review race results

Ensure communication systems in place for Starters and Skippers during racing

Jointly responsible for monitoring crew register compliance

Race Results – oversight and posting on GFS website in conjunction with Starters and Rear Commodore Twilights

Handicapping for all Twilight entries and joint responsibility with Rear Commodore Sailing Secretary for Saturday entries.

Maintenance of TopYacht entry system in conjunction with Rear Commodore Sailing Secretary and Twilight Captain.

Website Administrator

Crew register

Website management; including:

- Maintain, configure and troubleshoot servers;
- Debug plug-ins & page content;
- Address user complaints.

Assist Club Officers with IT related issues, principally:

- Membership Officer - Membership System;
- Rear Commodore Junior Sailing - Junior Sailing website;
- Clubhouse Manager - Clubhouse Security System;
- Rear Commodore Sailing Secretary - TopYacht database

Maintenance of information stored

Creation of A Class Club records back up files for off- site storage.

Periodic back up of A Class Club records Off- site control and storage of Club's A Class records
Computer System Management

Treasurer

To undertake the role in accordance with Rule 17 of the Club's rules of incorporation

Such records to be maintained on the Club's computer system as A Class Club records

To take control of cash on the nights of twilight events or other events where significant cash is received.

Maintain cash book and prepare records to enable the preparation of Financial Statements

Regular review of accounts and reporting to the Committee

Allocate surplus funds to specific projects

Register for GST
Set pre-approval levels for expenditures

Membership Secretary

In accordance with Rule 7 of the Club's Rules of Incorporation, maintain GFS membership database (A Class Club record) and related records including with Australian Sailing
Respond to membership enquiries and manage new membership applications processing and recording
Prepare and despatch annual membership renewal invitations
Distribute member information to other committee members to assist them to fulfill their roles
Track renewals (including storage fees), reminders re crew membership
Jointly responsible for monitoring crew registration compliance
Assist implementation and running of Sailpass System (with Australian Sailing) once established

Social Secretary

Organising Club social functions, Season opening day
1 or 2 evening functions during season guest speaker functions
End of season trophy presentation function with assistance from division captains
Responsible for catering team and tender process if needed.
Twilight catering/pricing/ bar
Check kitchen supplies
Oversee prizes and presentations
Co-ordinate YOTS night
Hire extra tables, chairs as needed for major events
Manage clubhouse hire and events bookings
Sponsors
Raffles

Liquor Licensee

To ensure the Club's licence is current and to report to the Commodore and/or committee any potential breaches of the licence.

Protest Committee Chair

Arrange an appropriate person to handle protests on Wednesdays and Saturdays and ensure process is undertaken properly with forms completed and filed etc

Club House Manager

Club house maintenance & development
Annual checks: fire extinguishers, pest inspections, building inspection
Rolling major maintenance/capital works programme with cost estimates and timing.
Dinghies & equipment storage

Security- maintain security system
Equipment/boats (Club property)
Gas bottles and Fuel Members Fridge

Humbug Magazine Editor

Editorial and publishing responsibility
Periodic publication via website and mail out to non- internet members & others
Obtaining contributions from members and other parties
Periodic publication via website and mail out to non- internet members & others

Safety Officer

Advise Committee on obligations and recommendations for matters relating to the safe conduct of sailing
Provide assistance to Rear Commodores: Sailing Secretary; Twilights for safe conduct of sailing events.
Co-ordinate and implement annual boat safety audits (supported by Rear Commodores: Sailing Secretary; Twilights)
Ensure appropriate training for Starters/Launch Drivers (jointly with Rear Commodores: Sailing Secretary, Twilights, Juniors)
Organise rules nights and regular submissions to Humbug on rules (others could draft)
Ensure appropriate reporting by skippers and handle correspondence with NSW Maritime when incidents occur (i.e. one point of contact for all sailing matters)
Appointment of auditors
Determining annual safety audit inspection dates
Advising members on safe sailing matters.

Laser Captain

Track membership renewals as advised by the Membership Secretary
Monitor compliance with dinghy storage house rules
Jointly responsible for monitoring First Aid equipment, RIBS equipment and servicing
Race Management including sailing instructions, setting courses
Race Results – oversight and posting on GFS website in conjunction with Starters, as required
Safety audit-jointly with Sailing Secretary & Safety Officer
Liaison with Sailing Secretary

Appendix

The following Records are to be maintained on the Club's computer system as **A Class Club records** as per the Club's Rules of Incorporation

1. Appointments of office bearers
2. Names of members present at a committee meeting or a general meeting
3. All proceedings at committee meetings and general meetings
4. Register of all resolutions passed by the committee
5. Books and accounts showing the financial affairs of the association including full details of all receipts and expenditure connected with the expenditure of the association
6. Membership database