

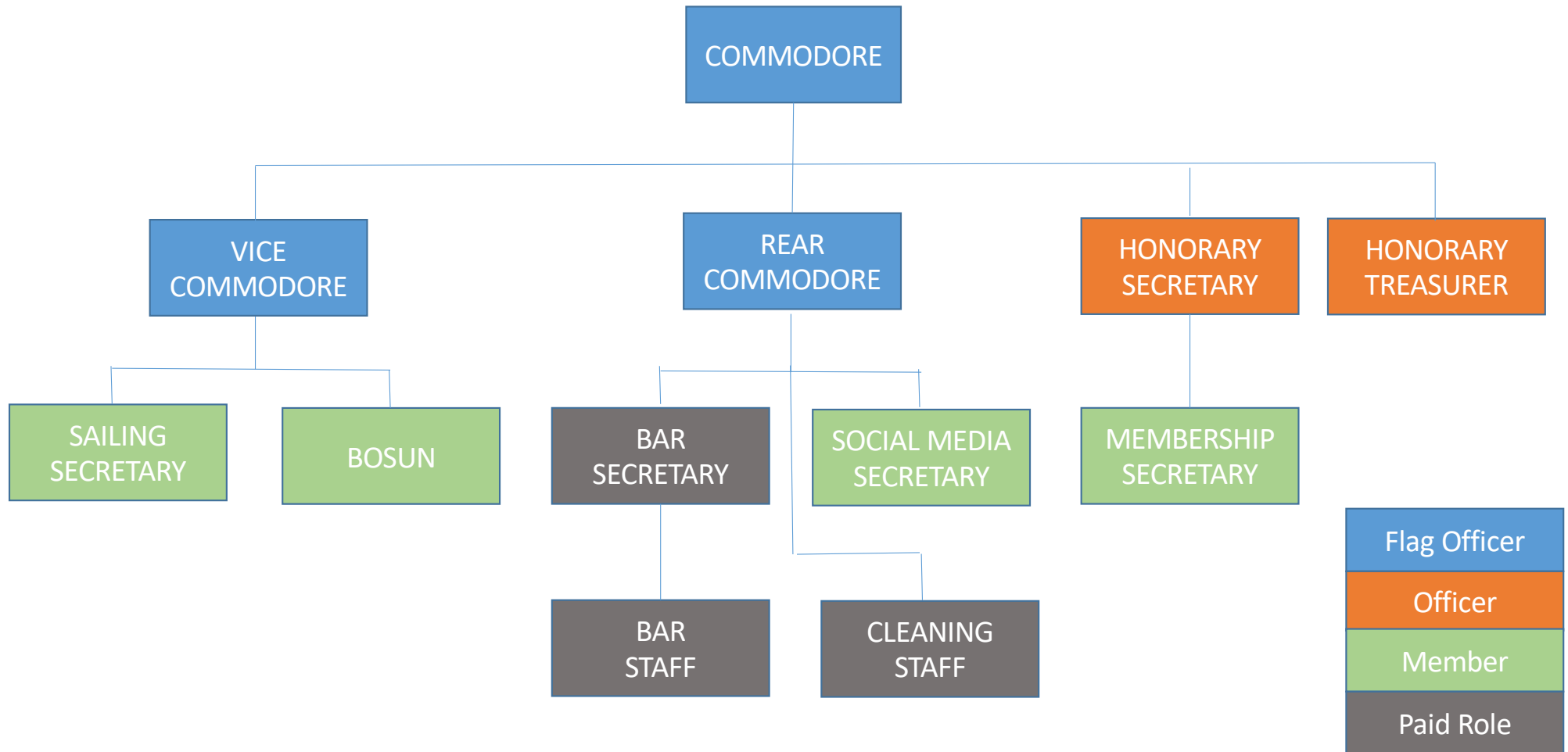


QUEENBOROUGH YACHT CLUB

Roles & Responsibilities

As agreed and adopted at QYC committee meeting
Saturday 17th APRIL 2021

Officers of the club



Commodore – is the principal 'Flag' Officer, sets a direction for the club and is responsible for the organisation and management of the club.

- Provides and encourages leadership for all club activities
- Chairs the General Committee meetings
- Represents the club at Official functions
- Ensures that the club is run according to its Rules and Constitution
- Reports to the Club Trustees on a regular basis
- Chairs, and provides a report at the AGM
- Overall responsibility for Health & Safety

Vice Commodore – is second in command, is a Flag Officer and is responsible for the organisation and management of the sailing side, and associated aspects of the club.

- Chairs the Sailing Committee meetings
- Represents the club at Official functions in the absence of the Commodore
- Provides and encourages leadership in the club's sailing activities
- Attends the General Committee meetings providing a report on sailing issues
- Provides a report to the AGM
- Ensures all sailing is run according to the Sailing Rules
- Oversees the production of the Sailing Programme
- Responsible for Health & Safety matters relating to the sailing programme.

Rear Commodore – is third in command, is a Flag Officer and is responsible for the organisation and management of all the land based aspects of our club and all the social events including bar and catering, social media and website.

- Represents the Club at Official functions when both the Commodore and Vice Commodore are absent
- Attends the General Committee meetings providing a report on House issues
- Provides a report to the AGM
- Has overall responsibility for the Club premises, cleaning and decoration
- Arranges and oversees the social activities of the club
- Oversees the running of the bar
- Acts as the point of contact for use of the club facilities and manages the club booking diary
- Responsible for Health & Safety of the club premises

Honorary Secretary – is an Officer and is responsible for all club records, maintaining all club legal documentation, be it rates, licences, rules or health & safety etc. as well as organising and taking minutes of General Committee and General Meetings. The Honorary Secretary is also responsible for membership matters.

- Is the point of contact for Club correspondence from outside agencies
- Sends official correspondence on behalf of the Club
- Attends the General Committee meetings providing a report
- Produces the agenda for the General Committee meetings
- Takes and distributes minutes of the General Committee meetings
- Sends out notices of the AGM and EGMs to Club members
- Produces the agenda for the AGM
- Takes minutes of the AGM
- Has overall responsibility for membership matters
- Ensures that any disciplinary processes are conducted within the club's rules
- Commissions updates to the Club's Policy Statements and Procedures for General Committee approval
- Maintains the Health & Safety Policy and Risk Assessments

Honorary Treasurer – is an Officer and is responsible for all club finances and the submission of any legal documents required by law. The Treasurer is required to keep the General Committee apprised of the club's financial position at each General Committee meeting

- Maintains all club accounts to an auditable standard
- Arranges payment of invoices within time
- Raises invoices as required and ensures receipt of payment
- Banks payments received by the club
- Reconciles the bank account with the accounts on a monthly basis
- Monitors the state of club accounts
- Presents a report at General Committee meetings
- Raises concerns at General Committee meetings
- Presents the annual accounts at the AGM
- Makes recommendations on subscription rates to the AGM

Sailing Secretary - Reports directly to the Vice Commodore

- Produces the Sailing Programme for the Club sailing activities
- Attends Sailing Committee meetings
- Produces the agenda for Sailing Committee meetings
- Acts as the club's liaison with other clubs
- Arranges trophies for the Annual Prize-Giving
- Acts as the point of contact for other sailing clubs on sailing issues
- Maintains results of all club and Open meeting racing
- Publishes results of racing on the Club website
- Brings Health & Safety concerns to the attention of the Vice Commodore

Membership Secretary - Reports directly to the Honorary Secretary

- Informs the Honorary Secretary of any applications for new members
- Distributes membership renewal notices
- Receives membership subscriptions and liaises with the Honorary Treasurer to ensure accounts match membership records
- Maintains accurate and up to date membership and contact records for members and non-members in the club's administration system(s)

Bosun - Reports directly to the Vice Commodore

- Responsible for the workshop
- Responsible for pontoon bookings
- Responsible for regular pontoon checks
- Responsible for maintenance of the pontoon
- Responsible for the pontoon risk assessment

Committee Members – act as representatives of the membership at large and provide advice and support to the Officers in the management of the club by word and action.

- To act as a trusted advisor to the club
- Attend monthly General Committee meetings
- To actively engage with the club membership
- To be actively engaged and to participate in club activities
- To lead club initiatives at the Flag Officer's discretion

The general committee shall consist of the officers, ex-officio and not more than twelve members of the club elected by the club in general meeting to hold office until the conclusion of the next Annual General Meeting.

The general committee may appoint such sub-committees as it may think fit provided that one member of the sub-committee is a member of the general committee and who will act as a chairman of that sub-committee, that the total number is not less than three and that vacation of office on the general committee shall also involve vacation of notice on any sub-committee.

Social Media Secretary - Reports to the Rear Commodore

- Responsible for maintaining the appropriate public image of the club on Social Media channels (e.g. Facebook, Twitter, Google+)
- Posting of activity based posts promoting club activities, sailing and land based activities on a regular basis and liaising appropriately with members of the public through said channels
- Responsible for maintaining and updating the website

Bar Secretary - Reports directly to the Rear Commodore and is a paid role.

- Manages the running of the bar
- Maintains sufficient stock levels
- Maintains hygiene standards within the bar and its equipment
- In conjunction with the Honorary Treasurer, ensures that bar receipts and bar payments are properly accounted for
- Manages the hire and payment of bar staff
- Performs bar duties as and when required

Bar Staff

- This is a paid role
- Reports to the Bar Secretary
- Performs bar duties as directed by the Bar Secretary

Cleaning Staff

- This is a paid role
- Reports to the Rear Commodore
- Performs cleaning duties as directed by the Rear Commodore