

TWEED VALLEY SAILING CLUB COMMITTEE POSITIONS 2019-20

The committee is **only** required to have **4 formal meetings a year**.

FLAG OFFICERS (*Sailing Sub-committee*): All Flag Officers are expected to be available to attend and help organise races and other events.

Commodore: The figurehead of the club and the main point of contact for external organisations (eg NSW Maritime, Tweed Shire Council, Yachting NSW). If required, they have a casting vote at committee meetings and chair, or appoint a chairperson for the committee and club meetings.

Vice and Rear Commodores: Traditionally the Vice Commodore is responsible for **racing** and the Rear Commodore oversees **maintenance**. As well as organising race days these officers can take on projects that interest them as and when they are able eg. Juniors, boat maintenance, or they can delegate these roles to other members.

MAIN COMMITTEE (Total 7 members)

Includes the 3 flag officers plus 4 other committee members, including the Secretary and Treasurer.

Secretary

- Books meeting room & prepares the agenda for meetings
- Nominates Chairperson, can take minutes or delegate. Circulates minutes (by email)
- Ensures annual Club meetings (AGM) are held as required.
- Annual River Use Permit & Council Crown Reserve Licence Applications

Treasurer

- Ensures accurate financial records are kept - Bookkeeping experience required (accounts currently on MYOB)
- Prepares Income & Expenditure reports for committee & AGM's (Standard MYOB reports)
- Prepares monthly reconciliations to the Bank Statement

The following roles can be committee members or non-committee members.

Membership Secretary

- Updates Members Register
- Banks Membership fees / checks TVSC bank statements - emails membership payment details to Treasurer
- Updates TVSC "My Club" database on Yachting NSW website with new member's details.
- Prepares brief membership report for Committee meetings

Correspondence Secretary

- **Email Enquiries** : Checks TVSC email account
- **Contact List**: Adds new members and contacts to email lists.
- **Event Notices** : Sends out event notices etc

Juniors Co-ordinator(s)

- Leads Juniors sub-committee to organise Juniors sailing.
- Arranges a supervisor for Juniors skippering boats in the main club races.

LTS Co-ordinator(s)

- Leads LTS (Learn to Sail) sub-committee to organise courses for adult beginners.

Publicity & Media Officer

The club has several local media contacts and the club regularly features in local papers due to the work of our publicity officer.

- Sends notices of club events and photos/ race results & write ups to newspapers.

- Encourages papers to send photographers and reporters to our events.

Merchandise Manager

- Promotes and sells merchandise at races and events
- Orders new stock (approved by committee)
- Reports to committee – sales and stock remaining.

Website Administrator www.tvsc.com.au

- Upload new photos / race reports / membership forms/ calendars
- Change front page message for latest events

SUB-COMMITTEES / ACTION GROUPS

Race Sub-Committee

- Record results for Race series
- Calculate handicaps and handicap results
- Assist Flag Officers with race organisation – safety boats, race briefings, course laying, time-keeping, boat launching, sign-on sheets etc
- Produce race reports

Event Sub-Committee members -

- Organise as required for races, Juniors and all other TVSC events of tent collection, set up, tables, BBQ (+ sausages, bread etc)
- Organise members roster for **Bunnings BBQ** fundraising and other fundraisers
- Organise YNSW DISCOVER SAILING day or TVSC Try Sailing Day
- **Photographs** (For race reports and newspapers)

Juniors Sub-Committee

- Assists Juniors co-ordinators in managing and organising sailing for juniors.
- Contributes to ideas, planning and instruction.
- Admin – sign on sheets, consent forms etc
- Boat maintenance

Job sharing

If you are able to do any of these jobs only at certain times or only want to do part of a role or have another idea of something you would like to do please put up your hand 😊

😊 you made it to the end! 🌟🌟