



SPRING BAY BOAT CLUB INC.

Committee Roles & Responsibilities

All members of the SBBC Executive Committee have the following **responsibilities**:

- To uphold the Constitution of the Club
- To promote the Club in the community
- To support club activities where possible
- To allow the Commodore (or representative tasked by the Commodore) to speak for the Club in any public forum
- To attend to their roles diligently
- To attend committee meetings having read all documents circulated prior to meetings
- To follow due process by ensuring the full Committee has formally ratified any decisions affecting the Club
- To protect the privacy of their fellow members
- To always observe professional standards of interaction within the Community and with fellow members; to interact with others with kindness and care.

In addition to this, there are specific **roles** required to be undertaken by certain officers, as follows:

Commodore (1):

Chief Operating Officer responsible for overall club operations. Ideally, he/she will be (or have recently been) a boat-owner and/or have had extensive experience in the boating world.

- Chairs and conducts meetings of the Executive Committee
- Appoints Sub-Committees as authorised by this Committee.
- Defines duties of Committees as authorised by the Executive.
- Performs additional duties and powers as authorised by the Executive.
- Oversees general running of the club and assists where and when needed
- Mentors newcomers to committee and other positions within the club

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- Liaises outside the Club and promotes SBBC within our community and further afield
- Conducts duties as directed by the Committee

Vice-Commodores (sail & power) (2):

- Serve as second in command in relation to either the Sailing membership or the Powerboat membership (as applicable)
- Establish an annual Activity Program for each of these areas of responsibility
- Promote participation in above activities
- Preside in the absence of the Commodore
- Contribute via reports and photos to Bay Spray, Website and Facebook page
- Manage Rescue Boat and ensure readiness for any on-water club, school and/or community activities
- Manage placement of buoys for races and on-water activities
- Encourage junior participation
- Manages, operates (or delegates operation of) sailing handicapping system (VC Sail)
- Manages (or delegates management of) Pacer dinghies including liaison with local school in their use and maintenance (VC Sail)
- Organises Fishing Competitions and similar activities (VC Power)

Secretary (1):

- Has responsibility for all administration, the recording of minutes, informing committee of meetings and events.
- Prepares the agenda for the club meetings in consultation with the Commodore.
- Sends notice of the committee meetings to members.
- Collects and collates reports from all office bearers for meetings.
- Takes the minutes of the meetings
- Writes up the minutes of the meetings as soon as possible after the meeting has taken place and distributes a copy to all committee members
- Reads, replies to and files all correspondence in and out
- Collates and prepares for the printing of the Annual Report
- Maintains registers of members names, addresses, life members
- Monitors Post Office Box and club email; distributes mail
- Assists in processing new memberships including sending of welcome packages
- Maintains membership database in collaboration with Commodore and Treasurer

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- Acts as Returning Officer for AGM elections
- Issues gate access apps
- Ensures mail-outs to membership as instructed by committee
- Contributes to website, Bay Spray and Facebook page
- Ensures paperwork, office files and club documents are filed safely and appropriately and that files are maintained and updated regularly.

Treasurer (1):

- Collects and receives all monies due to the club.
- Pays bills approved and authorised by the Executive Committee.
- Keeps chequebook and issues cheques.
- Keeps financial records of the club according to good business practices.
- Creates and distributes invoices for all club fees and charges.
- Initiates appropriate procedures to ensure payments are received.
- Liaises with appropriate officers to ensure all appropriate charges are completed.
- Initiates payments to club creditors and ensures all payments are approved by the General Committee.
- Administers the club's Bank accounts ensuring these are balanced with club financial records.
- Administers club financial database.
- Provides a financial report to the General Committee monthly.
- Maintains membership database in conjunction with financial database.
- Maintains (or delegates maintenance of) Yachting Australia membership database
- Prepares and publishes annual financial reports.
- Liaises with club auditor annually.
- Prepares annual return for an incorporated body (in collaboration with Public Officer).

Rear Commodore (1):

- Has overall responsibility to the Commodore and the membership for the encouragement of an open, positive, active, and inclusive social culture within the club membership.
- Prepares (or delegates the preparation of) the club's newsletter, "The Bay Spray"
- Recommends, organises and provisions scheduled social functions within agreed budgets.
- Recommends and promotes developments to facilities and premises to enhance social participation.
- Ensures club facilities remain available to members and in a presentable condition by managing cleaning of floors, windows, tables, chairs etc;

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provisioning of consumable supplies, cleaning products, gas supplies, kitchen products; laundering of tea towels; maintenance of barbecues etc.

- Delegates cleaning of toilet block including supplies of soap, toilet paper etc

Public Officer (1):

This role may be fulfilled by one of the other committee officers.

- Makes sure that all legal documents go to the relevant members on the change of officers of the club
- Notifies relevant authorities of any change within the Constitution of the organisation.

Communications Officer (1):

- Maintains the SBBC website and associated links
- Prepares and publishes an annual Calendar of Events on the Website (in collaboration with Vice Commodore(s) and Rear Commodore)
- Promotes the Club within the local community and further afield
- Liaises with club members to ensure all information about the club which is publicly available (via Social Media, web browsers, local organisations, associated entities etc.) is correct, positive and up-to-date.

General Committee Members (up to 7):

Roles vary and fluctuate according to planned activities, personal strengths and/or interests of officers and needs of the Club. The following is a list of examples but is neither exhaustive nor prescriptive:

- Assist with preparation and running of social events
- Work at club working bees whenever possible
- Plan, organise, assist with Annual Trophy Night and Dinner
- Give informed and thoughtful input into Executive Committee discussions and decision-making
- Volunteer for membership of sub-committees in areas of particular interest &/or expertise
- Assist with Junior Sailing Program, including maintenance of Pacer dinghies and Rescue Boat
- Volunteer to learn and provide back-up for specific, significant tasks e.g. Sailing Handicapping software; Australian Sailing membership & database; maintenance of website; gate access and video surveillance hardware and software;

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Marina Manager:

This role may or may not be filled by a member of the Executive Committee.

- Manages day-to-day, practical aspects of boat storage in the SBBC Marina and in the Hardstand bays
- Maintains an accurate, up-to-date and accessible plan of boats, where they are stored and contact details of their owners
- Liaises closely with the Treasurer to ensure lists are up-to-date and accurate so timely Invoices can be sent to the members using these facilities
- Reads power meters and passes on information to Treasurer
- Liaises with Secretary to ensure all users of the facilities have completed relevant documentation, have provided relevant Insurance details and are aware of our Rules and Regulations
- Provides monthly reports to the Executive Committee to keep everyone informed of boat movements, available spaces and general trends
- Makes recommendations to Executive Committee to ensure safe, practical and beneficial use of our facilities is maintained.
- Refers to official Waiting List, in collaboration with other Officers, when allocating berths.

Safety Officers:

This role may or may not be filled by members of the Executive Committee and will work in conjunction with a sub-committee.

(Dot points to be established by current sub-committee/working group)

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