



SPRING BAY BOAT CLUB INC.

Officers' 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 the meeting
- To follow due process by ensuring the full Committee has formally ratified any decisions affecting the Club.

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

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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
- Acts as Returning Officer for AGM elections
- Issues gate cards
- Ensures mail-outs to membership as instructed by committee

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- 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 Yachting Australia membership database.
- Prepares and publishes annual financial reports.
- Liaises with club auditor annually.
- Prepares annual return for an incorporated body.

Rear Commodore (1):

- Has overall responsibility to the Commodore 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 presentable condition by managing cleaning of floors, windows, tables, chairs etc; 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

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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 and to notify relevant authorities of any change within the Constitution of the organisation.

Communications Officer (1):

- Maintains the SBBC website and associated links
- 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 and collectives 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;

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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.

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