

MAYLANDS YACHT CLUB

Role Statements

The following roles are held by members who have nominated to fill them:

1. Patron

- Act as an advisor to the Management Committee
- Assist with presentations on special events e.g., opening days & regattas

2. Commodore

- Chair Management Committee meetings (as CEO, consensus management model)
- Manage finances under advice from treasurer
- Develop policy and manage change and delegate tasks/responsibilities
- Act as Club Risk Management Officer
- Delegate tasks/responsibilities as appropriate
- Ensure Club constitution is upheld
- Report back to members on committee decisions
- Liaise with other community groups e.g. Bayswater City Council
- Act as MC on Opening Day and regattas
- Represent MYC at other Clubs' events (e.g. Opening Days) and Sailing Association meetings.

3. Vice Commodore

- Assist the Commodore in all the above
- Stand in for Commodore in the event of his/her absence
- Understudy for Commodore
- Be part of sailing committee for race day decisions.
- Maintain and ensure adherence to Risk Management Policy
- Ensure First Aid equipment is available and up to date.
- Chair Club Development Committee

4. Rear Commodore (Sailing)

- Prepare the racing calendar before each season begins
- Prepare suitable sailing courses and select the course appropriate for the sailing day
- Ensure all requirements for sailing are in place: Buoys, Rescue, Courses, Handicap System.
- Liaise with Sailing Captain racing matters such as shortening course, postponing or abandoning races
- Contribute to club management as an executive officer
- Represent the Club at special events at other clubs e.g. Opening Days
- Chair Sailing Committee for race day decisions, facilitate protests.
- Assist Commodore with race day presentations and End-of-season Trophy Presentation.
- Hold induction sessions for start box volunteers as required.

5. Rear Commodore (Training)

- Manage and promote sail training programs at the Club.
- Co-ordinate and engage qualified Sail Training Instructors and Coaches.
- Monitor condition of training boats, coordinate repair and maintenance
- With the assistance of coaches, ensure safety equipment is in place for trainees (eg. PFDs of appropriate size range, sunscreen).
- Commit members to assist during training sessions.
- Promote activities to engage training members and families (eg. BBQ with a parent roster)
- Maintain and ensure adherence to Risk Management Policy.

6. Rear Commodore (House)

- Monitor condition of the building and its facilities and report issues to the Committee
- Attend to the rectification of minor repairs, or where appropriate, organise repairs with the City of Bayswater, or third parties, as appropriate.

7. Sailing Captain

- Assist the Rear Commodore (Sailing) with race management matters.

8. Power boat captain

- Ensure regular service and maintenance of power boats.
- Ensure adequate fuel is on hand, batteries are charged and vessel registrations are up to date.
- Ensure two-way radios are operational

9. Treasurer

- Prepare financial budgets and recommendations for fees.
- Oversee and undertake financial transactions of the Club.
- Record and report on transactions to the Management Committee

10. Club Secretary

- Manage all correspondence to members and external stakeholders
- Take minutes at committee, general and annual general meetings
- Send out agendas and minutes for committee, general and annual general meetings
- Collect mail from post office box
- Maintain membership database
- Be the point of contact for the club
- Maintain the club documents database (on Google Drive)

The following roles may be filled by different members each time:

11. Starter and Timekeeper (with assistant).

- Start and finish races, note start and finish times for each boat in accord with Sailing Instructions.
- Notify/signal individual and general recalls and course changes.
- Recommend for disqualification any infringements sighted (eg. incorrect sail numbers, incorrect starting, finishing etc.)

12. Support Boat Skipper (and second crew member)

- Observe all racing boats and provide assistance to any sailors in trouble.
- Maintain radio contact with Starter and relay any on-water incidents or updates.

- Reposition any on water marks as required and return day markers after racing.
- Act as Starter if required.

This following applies to all Club Members:

13. Responsibilities of Ordinary Member

- Attend Annual General Meetings.
- Be available for ad hoc positions so that voluntary workload is shared fairly.
- Be available to act as club delegate (Yachting Association etc), protest committee member and weekly roles (such as Starter, Support Boat Skipper)
- Support club development initiatives run by the Management Committee
- Help launch and retrieve rescue boats before and after racing.
- Put away all boats, hoses, chairs - lock boatshed doors after race.
- Clear away chairs, tables and rubbish from hall at the end of presentations.