

DBSC Management Committee

DBSC Club Officer Role Descriptions

INTRODUCTION

The role descriptions set out below are intended to aid club officials, members and external stakeholders in identifying points of contact within the club. In addition to the specific roles described, officers have collective responsibilities for

- matters such as health & safety, equality, protection of vulnerable groups
- informing the club's communications officer of matters for publication
- keeping up to date with regulations applicable to their areas of responsibility
- managing activity within approved budgets, where these have been delegated
- advising the Commodore and Secretary of any potential conflicts of interest

The club also operates a committee structure, which have Terms of Reference set out at this link [XXXXXXXXXXXXXXXXXXXXXXX](#)

Reporting lines are shown in the Club Handbook at this link

<https://dbscweb.files.wordpress.com/2015/03/dbsc-club-handbook-mar-2015.pdf>

Commodore (Senior Officer and Director)

Overall responsibility for ensuring that the club's affairs are managed and conducted in the best interests of the membership and within the aims and goals of the club's constitution, policies and applicable legislation.

1. To chair the management committee meetings.
2. To act as representative of the club in matters relating to the sport of sailing including liaison with the RYA and RYA Scotland.
3. To foster relationships with other external stakeholders including direct neighbours, the local community and agencies.
4. To provide guidance and assistance to other officers in carrying out their duties.
5. To foster the clubs volunteer culture including the identification and recognition of volunteers

Vice Commodore (Senior Officer and Director)

Assists the commodore in his duties and provide support to the other club officers as required

1. To co-ordinate club development to address the changing needs of the sport and club members, including the adoption of best practice.

Rear Commodore (Sail) (Senior Officer and Director)

Responsible for all sailing related matters within the club and externally, including;

1. organising and chairing the Sailing sub-committee meetings at least every 13 weeks
2. representing the club in a sailing capacity at forums relating to sailing
3. interfacing with the sports governing bodies and class associations
4. promoting sailing participation at the club
5. organising the regattas and annual prizegiving
6. working with Rear Commodore Social to integrate sailing and social activities

Sailing Secretary

Manages all sailing matters within the club, including;

1. preparing and publishing an annual sailing calendar, co-ordinating inputs from the keel boat and dinghy representatives
2. creating and publishing a duty rota for all roles necessary to ensure safe conduct of club races

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3. identifying training needs for the club to have a suitable pool of qualified & experienced people and managing provision of required training in conjunction with Rear Commodore Training
4. ensuring the club's website and race box are fit for purpose at all times to support club racing and up to date including, Sailing Instructions, race sheets etc.
5. organising maintenance, recovery and laying of race marks to form a range of courses
6. ensuring results are compiled and published timeously throughout the year and input to the prizegiving
7. being a key member of the regatta committee

Rescue & Safety Officer

Ensures that the club's rescue equipment is fit for purpose and satisfies RYA standards at all times, including;

1. advising the management committee on equipment suitability and replacement
2. ensuring that the club's fleet of rescue boats and engines are kept in a fit state of repair as required by club activity, including routine and ad hoc maintenance & inspection
3. ensuring availability of adequate fuel supplies, spares and radio & safety equipment
4. representing the club at local safety and rescue services forums

Dinghy Representative

Represents the interests of the dinghy sailors and encourages their support for wider club activities, including;

1. advising the Sailing Secretary of all dinghy events within the sailing calendar and suitable courses for dinghy races
2. recruiting appropriate members to cover OOD and rescue duties

Keel Boat Representative

Represents the interests of the keel boat sailors and encourages their support for wider club activities, including;

1. advising the Sailing Secretary of all keelboat (racing and cruising) events within the sailing calendar and suitable courses for keelboat races
2. recruiting appropriate members to cover OOD and rescue duties

Moorings Officer

Manages all matters in relation to moorings and stowage of tenders and their engines, including

1. managing agreements with seabed owners and other stakeholders
2. allocation and monitoring the use and standards of moorings and mooring space
3. organising storage of moorings on the foreshore
4. allocation and monitoring use of the boathouse and raft

Handicap Officer

Represents the interests of the sailing members in relation to handicaps for the classes in use at the club, including

1. ensuring handicaps are available as required for boats and classes in use at the club
2. representing the club at Scottish and local forums where handicap returns and decisions are made for keel boats and dinghies
3. presenting returns to the FYCA, RYA and National level at the end of the sailing year.

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Rear Commodore Training (Senior Officer and Director)

Responsible for all aspects of training provision at the club, including;

1. organising and chairing Sailing sub-committee meetings at least every 13 weeks
2. managing formal training sessions at the club in line with relevant regulation and best practice
3. arranging for external training provision where appropriate to meet demand
4. managing the upkeep and allocation of the club's boat fleet, including outwith formal training sessions
5. advising the management committee on equipment suitability and replacement

RTC Principal (this role may be combined with Rear Commodore Training if that person meets the qualification requirements.)

1. ensuring compliance with RYA Registered Training Centre standards
2. identify suitable candidates for instructor training
3. establish a pathway for sailors to develop from training squad into racing and other untutored sailing

Rear Commodore Shore (Senior Officer and Director)

Responsible for all matters relating to the main structure of the clubhouse, its outbuildings, grounds, slipways, harbour & equipment (except dinghies and rescue fleet), including;

1. organising and chairing Shore sub-committee meetings at least every 13 weeks
2. compliance with relevant health & safety and insurance requirements, including risk assessments
3. ensuring these assets are properly maintained and fit for purpose for current club activity
4. advising the management committee on asset suitability and replacement
5. advising the club's radiation management subcommittee in relation to club's requirements

Shore Secretary

Ensures that the club's clubhouse, fixtures & fittings and equipment, its outbuildings, grounds, slipways, harbour & equipment (except dinghies and rescue fleet) are maintained to the level of repair and functionality to enable the club to perform its activities both sailing and social, including;

1. undertaking routine inspection and maintenance within the clubhouse
2. maintaining and operating a maintenance schedule
3. ensuring that the club's physical security system is fit for purpose at all times
4. organising and controlling the use of storage, tools and equipment
5. advising the Rear Commodore Shore on asset suitability and replacement

Harbour Master

Manages the use of the clubs grounds in relation to sailing equipment, including;

1. allocation and monitor parking space for sailing members boats, trailers and other equipment on the club's grounds
2. application of the club's Boat Storage Policy, including quarterly reporting of status to the Management Committee and dealing with inactive boats and abandoned equipment
3. co-ordination of launching and recover of keelboats
4. managing use of the harbour and the tractor

Rear Commodore Social (Senior Officer and Director)

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Responsible for all of the club's Social activities, including

1. organising and chairing the Social sub-committee meetings at least every 13 weeks
2. ensuring that the clubhouse environment, including signage, remains fit for purpose
3. overseeing the efficient management of the bar & galley and related staffing matters, including performance
4. maintaining the club's employment policies and contracts of employment
5. managing the overall profitability of the bar and social activities, including presenting proposals for the general development of bar operations and changes to bar prices, rates of pay etc to the management committee for approval
6. ensuring compliance with applicable legislation and employment law, for example liquor licensing, food hygiene, music licensing, waste disposal
7. establishing and promote a programme of social events suitable for all members, including juniors, and ensuring the website Social pages is kept up to date
8. organising and managing a pool of volunteers to support events hosted by the club

Bar Manager

Effective management of all day to day operations of the club bar, including;

1. managing the deployment of staff, ensuring they are suitably trained for their role and work to a satisfactory level of performance
2. monitoring the performance of the club bar, its turnover, profit and stock
3. ensuring levels of cleanliness of the clubhouse, bar, galley and changing rooms delivered by the cleaning staff are acceptable
4. supplying details of new employees, changes of employee details or employees leaving service to the Treasurer for payroll and HMRC action.
5. managing the acquisition of stock, utensils etc for the bar and galley
6. manage the letting of the clubhouse facilities taking account of other club activities
7. monitoring and reporting any breaches of relevant club procedures and policies to the management committee for action
8. reporting equipment faults and repairs required to the Shore Secretary or House Convenor

Membership Secretary (Senior Officer and Director)

Responsible for membership renewals and applications, including;

1. managing collection of fees, including overdue and lapsed members and lodgement of monies via the Treasurer
2. maintaining accurate membership records and distribution lists and publicising as required by the Articles
3. providing regular membership reports to the management committee
4. making recommendations for increasing member numbers
5. managing the new members process from application through to acceptance
6. ensuring membership information and induction is provided to existing and new members

Marketing Officer (Senior Officer and Director)

Responsible for promoting the clubs activities to club members and the wider community, including;

1. managing the promotion of the club's activities & events and communication to members, including website & social media provision
2. procuring external funding and grants for events and development of the club
3. establishing mutually beneficial relationships with local private and public organisations

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4. advising the management committee in all areas of Marketing

Communications Officer

Manages all communications from the club to members and the wider community via press, social media and email

1. preparation and collation of the club's newsletter, website and social media
2. submission of press releases to the local and wider press
3. liaison with other clubs as required

Treasurer (Senior Officer and Director)

Responsible for management of the financial interests of the club and its members, including;

1. ensuring compliance with applicable financial regulations, including keeping of proper books and accounting records
2. preparation of annual capital and revenue budgets, including asset replacement funding and subscription fee proposals
3. production and reporting of the club's financial performance including regular management accounts showing actuals against budgets
4. ensuring annual accounts are prepared and presented for independent examination
5. reporting the club's financial status to members at each
6. ensuring that cash and cheques are banked regularly and suppliers are paid on time
7. managing the club's working capital situation
8. ensuring the club's assets are adequately protected including suitable insurance arrangements are in place
9. advising the management committee on financial matters and opportunities for improving financial performance

Bookkeeper

Maintains up to date accounting and payroll records, including;

1. ensuring that adequate records are maintained to enable a clear audit trail of the club's income and expenditure
2. ensuring payment and receipt validation for all club expenditure
3. reconciling bank accounts and reporting on debtor and creditor status
4. preparing regular management accounts and other reports for the Treasurer

Secretary (Senior Officer and Director)

Acts as the principal administrator for the club, including;

1. ensuring all correspondence is presented to the appropriate officer and replies generated where necessary
2. preparing and distributing management committee agendas and associated documentation and maintaining a record of such meetings and ensuring that they are published as required by the club's Articles
3. maintaining statutory records as required by the Companies Acts
4. ensuring due process is followed in accordance with the club's constitution and good governance for example, conflict of interest register