Port Solent Yacht Club

Officers

Commodore

- Club Development:
  - Work with the Committee to deliver the objectives of the Club to members. Assist in development of new plans and report to members from time to time as required.
  - Promote the culture and objectives of the Club.
- Club Meetings
  - Committee: Organise and chair Club Committee meetings and follow up delivery of all action points. Report any major decisions to members.
  - AGM: Deliver an annual progress report for showing how each of the objectives of the Club have been or are being met.
- Winter Meets
  - Together with the Committee, develop and plan the winter meets for the following year, including content and delivery method, and locations are booked.
- External Communications
  - Promote the Club in the sailing and local communities, be the principal point of contact.
  - Maintain contact with the Club's sponsors to oversee that the Club delivers value for their ongoing support.

Rear Commodores (Power and Sail)

- 🕐 Rally programme
  - Develop a rally programme for the next season that meets the needs of members, present ideas in outline to the Committee prior to the AGM and to Club members for approval at the AGM
    - Plan and organise the sailing activity program by location and date, ensuring that berths, dining and other activities are agreed. Populate web page presentations for all new locations or modify web pages to reflect the new year dates etc.
    - Plan and lead the sailing activity program during the year, modify as required, maintaining good communications with members and rally leaders.
    - Canvas support of the membership to act as rally leaders so that all rallies have an appointed leader.
    - Train / coach rally leaders as necessary for the smooth running of each rally.
    - Encourage rally leaders to deliver a post rally report.
  - Deputize for the Commodore as required.

Club Secretary

- Keep a record of all club meetings, both Committee and AGMs/EGMs.
- Prepare agendas and issue minutes for all meetings in a timely manner.
- Be the custodian of all official Club documentation. 🕐 Renew and maintain the Club's membership of the RYA 🕐 Renew and maintain the Club's insurance.
- Prepare any returns required by Companies House
- Complete any non-financial returns for the Club.

Treasurer

- Deposit of all funds received into the Club account.
- Make all necessary payments for the Club following financial guidelines (gaining Committee approval as necessary.)
- Keep financial accounts as are necessary to give a true and fair view of the state of the Club, compile such financial and tax reports as may be required by law to be rendered at the due time.
- Prepare an annual income statement and balance sheet as at March 31st in each year to be reviewed by the Committee and members at the AGM.
    - See that the Club annual financial records are reviewed independently.
- Present a budget to Club members at the AGM for approval covering the next financial year:
    - Develop and implement a set of plans to maintain Club funds at approximately two years of estimated Club income.
    - Recommend ways to generate additional funding or redistribute excess funds back to the membership in a fair and equitable way.

Social Secretary

- Develop a social program that will actively encourage the involvement of members in on shore activities.
    - Lead a small ad-hoc social team to plan and deliver 3 Club events being early season (Mar-May), end of season (Sept-Oct) and during the festive seasons (Nov or Jan). present to the Committee for approval prior and to the members at the AGM.
    - Promote a monthly Club meeting culture that allows members to meet in a relaxed and social atmosphere. ○ Support rally leaders with the planning of pre-rally social events and or on rally activities as required.

Membership and Communication Secretary

- Assist the Committee in developing a membership strategy that drives up and maintains a membership level to a target of approx. 100 boats.
- Through communication with all members identify members' needs and wants that will encourage membership retention and participation in activities.
- Be the focal point for members with issues or communication problems within the Club, report to the Commodore any issues arise with members that may impact the Club's reputation or standing in the community.
- Support members with external club sailing requirements eg training by directing them to know suppliers used and trusted by Club members.
- Support and assist with issues of the Club's Burgee magazine.
- Assist with the creation of advertising to promote onshore and on the water activities. Distribute any such posters or other advertising material as appropriate.

Webmaster

- To lead development and maintenance of the technology used by the Club (Website, Facebook, Gmail) ○ Deliver as required by the Committee membership and activity reports
- To review future development of the Club's IT needs and report to the Committee from time to time.