

S 3SC General Committee & Sub-Committee Responsibilities 2017 - 2018 Season

	Project	Objective
Flag Officers	Commodore	The elected member is the CEO of the organization. Working with the committees, Secretary & Treasurer to seek the best actions for the good of the whole club.
	Vice Commodore	Responsible for land-based activities.
	Rear Commodore	Responsible for all water-based activities.
Official Club Roles	Treasurer	Manage club financial records, pay authorised creditors, prepare financial statements.
	Secretary	Manages communications & answers queries. Adds items to the committee meeting agendas & takes meeting minutes. Manages electronic files & resources.
	Membership Clerk	Manage membership renewals, fee payments & keep membership records.
	Yard Master	Manages yard storage allocations, invoices & receipts.
	Race results	Collect race results & publishes on the website
	Yachts Management	Ensure all the club's yachts conditions are maintained.
	Power Boat Management	Ensure the club's Power Boats are well maintained.
	Room Hire Administrator	Maintains the club room hire calendar, manages the clients invoicing & receipts
	Club Apparel	Source clothing items & accessories & sells to members
	Keel Boat News	Weekly report to be included into the E-Newsletter of the previous weeks races & following rostered duties.
E-Newsletter	Editor & Journalist to publish for members a weekly newsletter on events & rostered duties.	
	General Committee	Committee members come together & contribute their expertise to affect the future of the club.
	Sailing Committee	Manage decisions about general sailing aspects of the club.
	Keelboat Sub-Committee	Manage decisions on the Keelboat programme & instructions.
	Junior Sub-Committee	Manage decisions on Sunday morning sailing & junior racing.
	Social Sub-Committee	Manage social events & functions to give members an opportunity to catch up when not sailing.

Committees & Sub-Committees	House Sub-Committee	Manage improvements & maintenance to the club house & yard.
	Sponsorships & Grants	Manages application for available grants & sponsorships for the benefit of all members.
	OTB Club Captain	Works with the OTB sailors & reports to the sailing committee on issues which requiring attention.
	Keelboat Club Captain	Works with the KB sailors & reports to the sailing committee on issues which requiring attention.
	Junior Club Captain	Works with the Junior sailors & reports to the sailing committee on issues which requiring attention.