



Abbey Sailing Club
Abingdon-on-Thames OX14 5LD
Established 1933



Abbey Sailing Club

Duties of Officers

The duties of the elected officers of the Abbey Sailing Club during their period of office shall be:

Commodore

This is described as “a prestigious position and as such has no specific duties other than as chair of the club and general committee”.

However, it must depend on the individual and how much help and assistance is given to the other officers in fulfilling their duties. The Commodore leads the club, and ensures the overall efficient functioning of the club in accordance with the wishes of the general membership. The Commodore should ensure that the general Committee is adequate and composed of the right people. Although the officers of the club are elected to the general Committee by the members, the Commodore should ensure that appropriate members put themselves forward for election. The Commodore normally represents the club at outside events.

Vice Commodore

The Vice Commodore acts as the general deputy to the Commodore in general management, and may be given specific tasks such as organisation of the social calendar. The Vice Commodore may also help to represent the club at social events hosted by other clubs or organizations.

- Organise Club Social Events.
- Organise the Committee Dinner
- Deputise for Commodore

Rear Commodore

The Rear Commodore is in charge of all the domestic issues in the management of the club, such as the bar and the employment of domestic staff.

- Keeps a register of club members' names and addresses
- Run the club bar, including ordering stock and organising purchasing and delivery.
- End of year bar stock take.
- Provide monthly Bar Income vs Expenditure figures to Treasurer, with receipts to account for monies paid out.
- Liaise with members and outside enquiries for club bookings.
- Maintain bookings diary
- Organise bar staff cover if required.
- Prepare and maintain procedures for all activities within the clubhouse.

Honorary Secretary

The Secretary is the administrative hub of any organisation and is responsible for ensuring compliance with all legal and regulatory matters. They also deal with all the mail and if unable to reply themselves must pass the correspondence to the appropriate officer of the club. The Secretary is responsible for organising any meetings of the general membership and the general Committee, and writing the minutes of the meetings.

- Conduct the correspondence of the club.
- Keep full minutes of all meetings, which shall be confirmed and signed by the appropriate chairman upon the agreement of the club, the committee or sub-committee.
- Notify members of general meetings.
- Administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members.
- Maintain contact with the Clubs Legal Adviser to ensure that the Clubs affairs are managed in accordance with current law.
- Maintain any such certificates or registrations and complete any such non-financial returns as may be required by law.
- Maintains club records e.g. copies of bills, boat licences, insurance certificates, instruction manuals, warranties, procedures in the small filing drawer/cabinet in the clubhouse.
- Present Secretary's Report on the club's activities at the AGM.
- Liaise with website manager to ensure documents are uploaded to the website as necessary and that website is kept up-to-date.

Honorary Membership Secretary

- Prepare renewal membership forms and distribute these to members in December.
- Keeps a register of club members' names and addresses
- Issue membership cards on receipt of subscription fees
- Distribute membership renewal forms
- Conduct any correspondence concerned with membership.
- Responding to website contacts/enquiries from potential new members.
- Welcome new members and ensure they are provided with copy of Club Rules and New Members information.
- Organise (with assistance) membership recruitment events e.g. the RYA PTBO, the Abingdon Clubs and Societies event.
- Publicity.
- Prepare and maintain procedures for all membership related activities.
- Organise the production of the Hooter on a regular basis.

Honorary Sailing Secretary

The Honorary Sailing Secretary prepares and supervises the whole of the racing programme, including the appointment and supervision of officers and personnel to manage each race and regatta. A Sailing Committee may be formed to assist in these duties.

- Prepare annual sailing programme
- Appoint officer of the day and assistant
- Liaise with other clubs on matters concerning sailing matches both open and team
- Automatically chair the sailing sub-committee.
- Ensure everything is available for running the races e.g. adequate race results sheets, race sign on sheets, flags, pens, chalk, hooter works.
- Review and collate race results sheets from OODs
- Ensure OODs and AODs are aware of their duty dates
- Maintain records of race winners and determine series winners
- Arrange for trophies to be returned and engraved for Prize Giving.
- Organise, with assistance, the Club Regatta.
- Prepare and maintain procedures for all sailing related activities.
- Present Sailing Secretary's Report on the club's sailing activities at AGM.

Honorary Treasurer

The Treasurer is concerned with the financial affairs of the club, especially any monies received from the bar, catering, letting of the clubhouse and other household matters.

- All financial aspects of the club business
- Prepare a budget and maintain monthly balance sheet
- Prepare the annual balance sheets
- Administer insurances
- Pay the bills.
- Prepare and maintain procedures for all finance activities.
- Arrange for auditor to audit accounts.
- Present Treasurer's Report on the annual accounts at AGM.

General Committee Members From 2 to 5 people including

Harbourmaster

- Allocating and recording of boat berths
- Maintenance of landing stage and slipways.
- Prepare and maintain procedures for all maintenance activities.
- Maintenance of grassed areas (not berths), fences and hedges
- Maintenance of buildings and services.

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- Maintenance of club boats.
- Maintenance of rescue craft and their engines and provision of fuel, oil
- Maintenance of racing marks and ground tackle.
- Arrange Thames licences for club boats.

Remaining **Committee members** have no specific duties.