



BOUGH BEECH SAILING CLUB

Role & responsibility

Commodore

- To lead the Club with a clear vision for BBSC and to demonstrate the highest standards of integrity and probity.
- To set clear expectations concerning the culture, values and behaviours of the Club.
- To promote the activities of the Club both externally and to Club Members.
- To lead the GC team including:
 - Chairing the GC meetings and meetings of the Members of the Club;
 - Establishing roles of the GC to complete tasks needed for the effective running of the Club;
 - Providing support and guidance to Members appointed to the GC to enable them to carry out their roles;
 - Ensuring succession planning to facilitate the smooth running of the Club's affairs.
- To build and maintain good relations and effective communications with the Landlord (SES Water Plc) and representatives of the angling club and any other reservoir users.
- To build and maintain good relations with Trustees of the Club, BBSC Members and other users of the Club.
- To be the contact for the RYA.
- To ensure appropriate financial controls are in place to protect Members funds and ensure the Clubs financial position is sound.
- To be a Flag Officer of the Club.
- To represent the Club at public events and Club events.



BOUGH BEECH SAILING CLUB

Role & responsibility

Vice Commodore

- To represent the Club if the Commodore is unavailable.
- To support the Commodore in setting the vision for BBSC and expectations of culture, values and behaviours of the Club.
- To be responsible for all aspects of safety ashore and, in particular, to review the Club safety policies and ensure that an annual safety review is completed.
- Working with the Commodore to develop a short term and long term plan for the Club.
- To attend Sailing Committee meetings and support the Rear Commodore in giving leadership to the Sailing Committee.
- To provide support and guidance to GC members in conjunction with the Commodore.
- To build and maintain good relations with the schools and youth organisations who use BBSC.
- To support the Clubhouse Officer and other members of the GC regarding requests for equipment and similar requirements.
- To be a Flag Officer of the Club.



BOUGH BEECH SAILING CLUB

Role & responsibility

Rear Commodore

- To support the Commodore in setting the vision for BBSC and expectations of culture, values and behaviours of the Club.
- To be responsible for all aspects of safety on the water and to report any safety incidents to the GC.
- To establish a clear approach to safety on the water and to give effect to any action recommended by the GC and the SC as a result of a safety incident on the water.
- To lead in all sailing matters and to lead the Sailing Committee team including:
 - Chairing the SC meetings;
 - Establishing roles of the SC to complete tasks needed for the effective running of the Club;
 - Providing support and guidance to Members appointed to the SC to enable them to carry out their roles;
 - Ensuring succession planning to facilitate the smooth running of the SC.
- To support the Sailing Secretary to agree the club calendar with the SC and the GC.
- In conjunction with the Vice Commodore ensure an annual safety review is completed.
- To support the Training Manager and the Youth Training and Club Development Officer with any equipment requests for training activities and the Bosun Sail and Bosun Power with any equipment requests.
- To act as a Flag Officer of the Club.



BOUGH BEECH SAILING CLUB

Role & responsibility

Treasurer

- To act as custodian of the Club's finances and ensure that the Club's finances are managed in a prudent and appropriate manner.
- To establish appropriate processes and controls to ensure financial integrity of all club financial transactions.
- To produce the annual accounts (and if required quarterly statements) of BBSC as soon as reasonably practicable after period end and liaise with the Honorary auditor to finalise the accounts and approve them.
- To distribute the accounts to the Members and present the Treasurer report and accounts at the AGM and answer any questions from Members at the AGM.
- To advise the GC on the financial position of the Club as requested and to act prudently and ensure that reasonable control is kept on expenditure.
- To maintain appropriate accounting records using Sage Instant Accounts and ensure correct allocation of all payments and receipts.
- To ensure that appropriate banking arrangements are maintained and manage the Club bank accounts including:
 - establishing savings and current accounts;
 - clearing Club invoices in the required timescale by on-line bank transfer or cheque payments;
 - banking all non-membership monies received for open meetings, training, boat hire and other miscellaneous income;
 - monthly reconciliation of the bank accounts;
 - ensuring sufficient funds are maintained in the Club's current account and transferring funds between the current account and savings account as required so as to ensure invoices submitted to the Club can be settled in a timely fashion;
- To work with the Membership Secretary to ensure membership fees are reconciled and processed as expected and to pay any refunds requested by the Membership Secretary.
- To give advice and guidance on the Club's financial position and to advise budget holders and ensure that budget holders only authorise expenditure in conjunction with GC approval.
- To present to the GC recommendations for membership and other fees including youth and school groups, and boat berthing, capitation and hire fees.
- To participate in ad hoc working groups were required.
- To prepare and submit invoices on behalf of the Club and ensure invoices are settled by Club debtors.
- To build and maintain good relationships with external bodies such as the Clubs banking providers, Sevenoaks District Council and SES Water Plc.



BOUGH BEECH SAILING CLUB

Role & responsibility

Club Secretary

- To support and advise the Commodore and the other Flag Officers on the good management of the Club.
- To develop a good knowledge of the Club Rules and Byelaws and to update those from time to time in line with good practice.
- To advise the GC in respect of good governance and management for sports bodies.
- To take minutes at GC meetings and provide support to GC Members in relation to the Rules and Byelaws of the Club.
- To publish the agenda for GC meetings and support the Commodore in the effective running of those meetings.
- To prepare the Notices for all general meetings of the Members and support the Commodore and other Flag Officers in the effective running of those meetings.
- To act with integrity at all times and promote transparency to Members regarding the management of the Club and the activities of the GC and the SC.
- On the direction of the GC to obtain advice for the Club in respect of any legal issues affecting the Club.
- To ensure that the Club has appropriate policies and guidelines in place in areas such as Data Protection and other matters which may affect the operation of the Club.
- To establish terms of reference, if required, for any sub-committees which may be established and to be available to those sub-committees should they require advice or guidance.
- To ensure appropriate agreements are in place with service providers to the Club as well as users of the Club including Youth groups and Schools.
- To manage the Club insurance renewal in conjunction with the Flag Officers.
- To manage the Club lease renewal, as and when required, in conjunction with the Flag Officers.
- To provide an appropriate induction to new members appointed to the GC to enable them to fulfil their role.
- To support the Membership Secretary in the fulfilment of their role.



BOUGH BEECH SAILING CLUB

Role & responsibility

Membership Secretary

- To promote the Club and support the Commodore through the promotion of the vision for BBSC and expectations of culture, values and behaviours of the Club.
- To welcome new members and act as the first point of contact with regard to membership enquiries.
- To maintain a database of members and their contact details and to distribute club information and emails to the Members.
- To respond to enquiries about membership of the Club either directly or by passing those enquiries to the relevant class captain.
- To manage the Club's subscription renewal process and to receive and process membership applications.
- To monitor membership numbers to ensure they remain within the Clubs insurance terms as well as noting key trends and reporting such to the GC with recommended actions.
- To liaise with the Treasurer, Duties Officer and Estates Officer as required to facilitate smooth operation of duties and management of the boat park.
- To maintain a list of those Members who do not consent to photography.



BOUGH BEECH SAILING CLUB

Role & responsibility

Clubhouse Officer

- To ensure the Clubhouse is a safe and secure environment for Members to enjoy and which meets the needs of Members.
- Working with the Vice Commodore to ensure that all safety matters are dealt with in a timely fashion and as appropriate and that an annual safety inspection is carried out at the Clubhouse and any proposals are considered by the GC and actioned, if approved.
- To deliver continuous improvements to the Clubhouse to ensure it meets the needs of the current Membership and to keep pace with the changing demands of a modern sailing club.
- To monitor the condition of the Clubhouse and all services and utilities provided to the Clubhouse and to make recommendations to the GC for repairs and improvements to the Club Premises.
- To deliver best value for Members in respect of any works carried out.
- To be available to Members, and promote transparency to Members, regarding the Clubs facilities.
- To work with the Membership and the RYA to create a Clubhouse which is all encompassing for the size of the Membership and meets the needs of Members, both sailing and non-sailing.



BOUGH BEECH SAILING CLUB

Role & responsibility

Duties Secretary

- To ensure that the Club is able to function on a day to day basis by the allocation of duties to Members.
- To ensure that all necessary duties are scheduled into the online Dutyman system and that all duties are allocated to suitable Members within 2 months of each event.
- To educate the Members in how to use the Dutyman system and to ensure that Members understand which duties they are able to perform.
- To make best efforts to ensure that rostered members attend their duties.
- To assist Members who, with good cause, are unable to attend duties to swap or re-schedule duties.
- To provide guidance to Members in the form of guidelines for each duty and to liaise with training providers and ensure training is offered to Members for those duties which require it, being Safety Boat Helm, Race Officer and Officer of the Day.
- To liaise with the Membership Secretary regarding those members who have left the Club or who have not renewed their Membership to ensure they are not allocated duties.
- To liaise with the Principal Race Officer to pre-allocate appropriate Race Management Teams to each race event.
- To liaise with the Safety Boat Squad to pre-allocate Safety Boat Helms.



BOUGH BEECH SAILING CLUB
Role & responsibility
Bosun - Sail

- To ensure that the Club-owned sailing equipment is in good repair and available for use by Members and other Club users.
- To carry out procurement and maintenance of all Club-owned sailing equipment to an appropriate standard to ensure that is available for use by Members.
- To make recommendations to the GC for the acquisition and disposal of club-owned sailing equipment and to give effect to the decision of the GC in that regard.
- To assist the Bosun – Power with powerboat maintenance.
- To liaise with the Training Manager to ensure sufficient club equipment is available to meet the requirements of the training programme.



BOUGH BEECH SAILING CLUB
Role & responsibility
Bosun – Power

- To maintain Club powerboats and to ensure that Club powerboats are available when required for Club activities.
- To ensure Club engines are serviced at the correct service intervals and that the engines are well maintained.
- To manage the petrol provision at the Club.
- To maintain the Club's electric boat, Mr P.
- To be responsible for ensuring members keep the workshop and storage areas clean, tidy and safe from hazards.
- To maintain and manage the lawn mowing equipment.



BOUGH BEECH SAILING CLUB

Role & responsibility

Sailing Secretary

- To assist the Rear Commodore in ensuring that sailing at BBSC is organised in the best way for the Members and in accordance with the wishes of the Members.
- To assist the Rear Commodore in leading the Sailing Committee and recording the discussion and decisions of the Sailing Committee.
- To provide guidance to members of the Sailing Committee, Class Captains, EVOs and other Club officers where it concerns sailing events.
- To compile and continually update the Club Calendar and obtain the approval of the GC and the SC. To liaise with the Website Coordinator to ensure that the Club Diary and fixture list on the website is kept up to date.
- To assist Class Captains and EVOs to organise club and open events and provide guidelines and relevant up to date documentation (Notice of Race & Sailing Instructions).
- In conjunction with the Website Coordinator and the Communication Officer and External Affairs Coordinator encourage publicity of club and open events.
- To liaise with Bosun Power, Bosun Sail the rostered Officer of the Day, the galley and any other volunteers with respect to scheduled events and expected requirements and attendees.
- To review the Notice of Race, Sailing Instructions, Event Entry Forms and other relevant documentation to ensure they remain up to date and appropriate for club and open events.



BOUGH BEECH SAILING CLUB

Role & responsibility

Training Manager

- To lead the training programme at the Club and ensure that the provision of training matches the needs of the Members and, where appropriate, the needs of the Club.
- To manage and control all training which takes place at the Club and ensure that training is provided in accordance with Club guidelines and, where stated, RYA Guidelines.
- To act as the RYA Training Principal for the Club.
- To establish and deliver an annual training programme setting out all training taking place at BBSC, including:
 - youth sail training
 - adult sail training
 - powerboat/safety boat training
 - Race Officer training
 - Officer of the Day training.
- To set the training policy and standards and monitor all training provision at BBSC to ensure it complies with Club guidelines.
- To provide comprehensive guidelines to instructors to assist and enable instructors to provide training and to ensure those guidelines are updated as appropriate.
- To ensure that appropriate records are kept of training courses which have taken place at BBSC and the outcome of those courses for participants involved.
- To maintain an up to date list of qualified instructors at the Club and assist instructors in the provision of training at the Club.
- To support the instructors providing the training and encourage development of instructors and retention of qualified instructors at the Club.
- To liaise with the Youth Training and Club Development Officer with regard to the youth training programme.
- To liaise with Bosun Sail and Bosun Power to ensure there is sufficient Club equipment to deliver the training programme.
- To liaise with the Safeguarding Officer with regard to the Safeguarding Policy.



BOUGH BEECH SAILING CLUB
Role & responsibility
Youth Training and Club Development Officer



BOUGH BEECH SAILING CLUB

Role & responsibility

Safeguarding Officer

- To implement the Safeguarding and Child Protection Policy of the Club.
- To ensure that the Club has up-to-date Safeguarding procedures which are available to Members and which are routinely followed by Club Members.
- To review and update the Safeguarding and Child Protection Policy of the Club and ensure it is up to date and appropriate for Club activity.
- To ensure that all Members of the Club are aware of and follow good safeguarding practice and the Safeguarding and Child Protection Policy of the Club.
- To be available to Members seeking advice in respect of the Safeguarding and Child Protection Policy.
- To be the first point of contact for any safeguarding concerns in respect of children or vulnerable adults.
- To liaise with the Flag Officers and other members of the General Committee to ensure that all those involved with both young people and vulnerable adults understand what is required of them.
- To liaise with the Training Manager to ensure that all instructors and rescue boat helms have up-to-date DBS checks.
- To liaise with the Training Manager and the Sailing Secretary to ensure that all registration forms reflect the Safeguarding and Child Protection Policy.
- To liaise with the Hon. Secretary to ensure that the Rules and Byelaws of the Club reflect the Safeguarding and Child Protection Policy.
- To ensure that current best practice is implemented at the Club in this area through attending training sessions and updating knowledge as required.
- To participate in appropriate working groups and sub-committees focused on particular tasks.



BOUGH BEECH SAILING CLUB

Role & responsibility

Estates Officer

- To ensure that the boat parks and the car park are maintained in an appropriate way to enable Members to store their boats at the Club and enable Members and other users to park their cars, trailers and other vehicles at the Club.
- To ensure that all boats parked in the boat park have a valid sticker for the current year and are well maintained.
- To maintain an up to date plan of the boat park in the Clubhouse showing where all boats should be parked and to monitor the boat park to ensure that Members are parking their boats where allocated.
- To follow RYA guidance in respect of any boats which are abandoned if a boat owner does not renew their membership and who does not remove their boat.



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Role & responsibility

Website Coordinator

- To manage the Club website and ensure that the content is up to date and relevant to Club Members.
- To improve and develop the Club website to provide a useful tool to Members to enable Members to participate fully in all activities at the Club.
- To ensure the website is clear and easy to navigate.
- To liaise with members appointed to the SC and the GC to ensure that up to date and relevant information is submitted for publication to the website.
- To monitor, in conjunction with the Membership Secretary, any Members who do not wish to have their photograph used on Club information or the Club website and ensure that no photographs of such Members are uploaded to the website.
- To allocate and manage the official Club email accounts.
- To liaise with the Club webmaster to ensure that changes required by Club activities are made to the website Code.
- To advise the GC in respect of all matters relating to the website and cyber-security as required.
- To liaise with the website hosting company as necessary.



BOUGH BEECH SAILING CLUB
Role & responsibility
Communications Officer and External Affairs
Coordinator

- To maintain and continually improve communications with Members to encourage greater participation by Members in the Club.
- To ensure that Members are aware of the actions taken by the GC and the GC is aware of the requirements of Club Members.
- To prepare and issue the Clubs monthly bulletin to ensure that Members are aware of Club events and training courses.
- To maintain and continually improve communications with the wider sailing community to ensure that the Club is well regarded and seen as one of the best sailing destinations in South East England.
- To raise the Club's profile in the local area to drive increased Membership and to ensure suitable local reporting of Club activities and open days.
- To liaise closely with the Website Coordinator to maintain and improve the Club's website.
- To raise the Club's profile in the yachting press and ensure that major events are reported on.
- To develop the Club's use of social media.
- To engage with the RYA.
- To engage with other local Clubs, such as Chipstead, to explore joint opportunities to promote sailing locally.