

## **GFS Committee**

### **Commodore**

Responsible to the members for management of the Club, with support of the Committee, in accordance with the Club's objectives, rules of incorporation and house rules.

Committee member succession planning

Committee management calendar tasks

Annual General Meeting

Club sponsor relationship

### **Vice Commodore**

Club risk management

Insurances

Off site control and storage of Club's A Class records

Assume role of Commodore in the absence of the Commodore

### **Rear Commodore Sailing Secretary**

Sailing Committee chairperson

Aquatic Licence renewal

Saturday & Winter Series Division composition

Handicapping

Sailing Instructions

Course Settings

Duty roster including Officer of the Day

Protests

Race Results

Catering

Starters/Launch Drivers

Safety Audit-all keel yachts-joint responsibility with Twilight Captain

Appointing auditors

Determining inspection dates

Advising members

Saturday Fleet promotion

### **Rear Commodore -Twilights**

Division composition

Safety audit-joint with Sailing Secretary & Safety Officer

Handicapping

Starters

Course setting

Duty Roster

Catering/Bar

Protests

Results

Presentation/Prizes

Duty officer

### **Rear Commodore Junior Sailing and Lasers**

Appointment of Sabot & Laser Captains

Sailing instructions and course settings

Safety inspections

Rescue boat drivers

Catering and duty roster including Officer of the Day

Results

Association(s) representative

### **Secretary/Public Officer**

To undertake the role in accordance with Rule 16 of the Club's rules of incorporation

Such records to be maintained on the Club's computer system as A Class Club records.

## **Assistant Secretary-Website Administrator**

Crew register  
Website management  
Updates  
Maintenance of information stored  
Computer System Management  
Yacht handicap system & records  
Adoption of standard user friendly programmes  
Creation of A Class Club records back up files for off site storage  
Periodic back up of A Class Club records

## **Treasurer**

To undertake the role in accordance with Rule 17 of the Club's rules of incorporation  
Such records to be maintained on the Club's computer system as A Class Club records  
To take control of cash on the nights of twilight events or other events where significant cash is received.  
Maintain cash book and prepare records to enable the preparation of Financial Statements

## **Membership Secretary**

Maintenance of membership database (A Class Club record)  
Recording new members and sending new membership kit  
Preparation and despatch of annual membership renewals  
Distribute member information to other committee members to assist them to fulfill their roles

## **Social Secretary**

Organising Club social functions  
Season opening day  
1 or 2 evening functions during season  
guest speaker functions  
End of season trophy presentation function  
With assistance from division captains

## **Liquor Licensee**

To ensure the Club's licence is current and to report to the Commodore and/or committee any potential breaches of the licence.

## **Club House Manager**

Club house maintenance & development  
Rolling major maintenance/capital works programme with cost estimates and timing.  
Dinghies & equipment storage  
Security  
Equipment/boats (Club property)  
Club house hire  
Gas bottles and Fuel  
Members Fridge

## **Humbug Magazine Editor**

Editorial and publishing responsibility  
Periodic publication via website and mail out to non internet members & others  
Obtaining contributions from members and other parties.

## **Safety Officer**

To provide assistance to the Twilight Captain and the Sailing Secretary.

Boat safety audit co-ordination (supported by the Twilight Captain and the Saturday Sailing Captain)  
Protests - arrange an appropriate person to handle these on Wednesdays and Saturdays and ensure process is undertaken properly with forms completed and filed etc)  
Organise rules nights and regular submissions to humbug on rules (others could draft)  
Handle correspondence with NSW Maritime when incidents occur (i.e. one point of contact for all sailing matters)