

MARINERS OF BEWL



Roles and Responsibilities 2018

Role of Chairman.

To lead the Club effectively

To provide leadership and direction to the benefit of Mariners of Bewl (MoB) within the constitutional remit.

To exercise general oversight of the culture and tone of the Club, including the maintenance of conduct.

To play leading role in club affairs.

To direct general affairs of the club.

Leading the Club effectively will involve;

Taking the Chair at Committee meetings and AGM and work with the Secretary to prepare the Agenda.

Monitoring implementation of policy and long-term development plans.

Ensuring club representation at any and all relevant levels involving disability, integration and sailing

Liaising with and reporting to the Trustees. Ensuring the Trustees are fully appraised of MoBs activities.

Representing an unbiased viewpoint allowing free discussion to take place

Advising the committee on club policy where required.

Having a casting vote at meetings.

Ensuring all MoB policies, rules and regulations are current and reviewed annually.

Role of Vice Chairman

To support the Chairman on all matters relating to club affairs.

This will include;

Chairing Committee meetings and AGM if the Chairman is not available.

Ensuring that all rules and regulations relating to the safety of members and guests when participating in MoB activities both afloat and on land are enforced. Promote good and safe practice.

Role of Treasurer

To oversee all aspects of financial management and safeguard the clubs finances.

This will include;

Ensuring the Club holds a bank account in the name of Mariners of Bewl

Acting as a primary signatory on the club account (and appoint at least 2 others as agreed by the committee)

Keeping detailed written records of all accounts and transactions.

Producing budget summaries at each Committee meeting.

Preparing annual balance and profit & loss sheets at the AGM.

Ensuring both boat and public liability insurance is current.

Ensuring Trustees Indemnity Insurance is current.

Ensure members pay their subs annually and sign and return Membership and photographic consent forms.

Expediting payment of invoices and maintain records.

Ensuring that all cash and cheques are promptly deposited in the bank.

Ensuring that funds are spent properly and in line with Committee agreements.

Issuing receipts for all money received and record this information

If required, preparing a year end statement of accounts to present to the Auditors.

If required, help to prepare and submit any statutory documents that are required (e.g. VAT returns, grant aid reports)

Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

To produce and issue annual Membership Cards.

To maintain a record of members, names and contact details.

Provide the Secretary with contact lists (email and/or postal) of current members.

Role of Secretary

To be the 'principal administrator' for the club.

This will include;

Arranging venues for meetings.

Attending the Committee meetings and AGM.

Preparing and distributing the Committee Meeting Agendas

Keeping the Minutes of all Club Committee meetings and distribute copies.

Preparing and distributing the AGM meeting Agendas

Keeping the Minutes of the AGM meeting and distribute copies.

Keeping signed copies of all meeting minutes on file

Being the contact for members and all other organisations and companies i.e. to ensure that all these groups are informed of the correct address/contact details for all MoB related business.

Dealing with all club correspondence, (mainly membership enquiries) including e mails via website Contact page, distributing to relevant officers for response where required.

Carrying out or delegate all of the administrative duties thereby enabling the club and its members to function effectively

Working alongside the Treasurer to see that all affiliation/registration documents are accurate and are paid on time.

Ensuring that all members have a copy of the Members Handbook.

Maintaining a record of committee members and their positions

Maintaining contact details of Trustees.

Maintaining contact details of SI's.

Providing the Webmaster with any information/documents' that need to be uploaded/removed from website.

Maintaining a separate listing of supporters, organisations that MoB has dealt with

Promoting MoB through the use of the website and any social media e.g. Facebook (both Public and Private pages)

Organise OOD rota.

[Note: All data to be held by the Club must be in line with Data Protection 1998 and the EU's General Data Protection Regulations which come into force in May 2018:-

The Data Protection Act 1998 gives individuals the right to know what information is held about them and the right to withdraw consent for any information to be held about them. It provides a framework to ensure that personal information is handled properly.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- *Fairly and lawfully processed*
- *Processed for limited purposes*
- *Adequate, relevant and not excessive*
- *Accurate and up to date*
- *Not kept for longer than is necessary*
- *Processed in line with your rights*
- *Secure*
- *Not transferred to other countries without adequate protection*

The second area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

Should an individual or organisation feel they're being denied access to personal information they're entitled to, or feel their information has not been handled according to the eight principles, they can contact the Information Commissioner's Office for help. Complaints are usually dealt with informally, but if this isn't possible, enforcement action can be taken.]

Role of Minute Secretary

To attend Committee meeting and the AGM to take Minutes of the meeting and record actions to be carried out by Committee members.

This will include;

Sending a copy of the completed Minutes to the Secretary no later than 21 days after the meeting.

Keeping copies on original notes/minutes taken at the meeting in case these need to be referred to at a later date

Role of Fund Raising Co-ordinator

The main purpose of this role is to generate funds needed for the club to continue from year to year and also pay for new equipment and replacement of equipment.

This will include;

Encouraging fund raising at club membership level and promoting ideas/projects to enable members to do this.

Co-ordination of fund-raising events, possibly two major events per year.

Seeking sponsorship opportunities.

Working with the Committee to ascertain what opportunities are available at functions and events (e.g. draw tickets, calendar etc.)

Applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities, Kent Community Trust or commercial companies with the prior approval of the committee. If successful, be the responsible officer for ensuring that all paperwork including evaluations/ post grant monitoring forms are completed and submitted on time.

Ensuring events / activities are properly organised and where necessary licensed with local authorities / customs and excise etc.

Promoting fund-raising activities in the Press

Ensuring funds are properly accounted for and information is passed on to the Treasurer

Role of Webmaster

To maintain and promote the MoB website. This will involve liaising with the Secretary.

This will include:

Promoting MoB through the use of the website and any social media as agreed by the Committee e.g. Facebook (both Public and Private pages).

To promote the website through relevant linking and web search engine promotion.

To make any necessary changes to the website in order that information on the website is correct and up to date e.g. Calendar in liaison with Secretary/Chairman.

To upload documents and photographs that are appropriate, relevant and suitable.

To ensure that MoB is operating within any relevant laws regulations relating to publishing documents and photographs on the website, and if required ensure that relevant permissions are obtained.

Ensure website meets all requirements for accessibility (Web Content Accessibility Guidelines (WCAG) 2.0 (current in 2016) <http://www.w3.org/TR/WCAG20/>)

Role of Sailing Member

To represent the views of members on the Committee and to promote MoB membership.

This will include;

To encourage people to join us, to stay and to enjoy being club members.

Acting as a 'buddy' to new members to ensure that they are looked after until friendships with other members are established.

Supporting the S.I and OOD in ensuring that all members and guests follow all safety related rules and regulations both afloat and on land.

Liaising with members and seeking their views on any aspect of how the MoB is operating.

Endeavoring to attend all Committee meetings and represent the general interests of members.

To serve on such other Sub-Committees or working parties to which he/she is appointed.

Support and promote MoB in all their dealings with Bewl Water, other local users (e.g Rowing Club) and the general public and promote MoB's ethics and aims.

Role of Sailing Co-ordinator

To ensure that all aspects of 'on the water' activities are carried out in a safe manner and adhere to both national and local best practice standards.

This will include;

Ensuring a safety boat in full working order is available for each session afloat.

Ensuring that MoB has a qualified helm for the safety boat for each session.

Ensuring all sailing craft are in good working order.

Ensuring all safety equipment e.g. radios, buoyancy aids, safety boat kit, are in good working order.

Role of the Senior Instructor organiser

To ensure that a qualified RYA Senior Instructor will be in attendance at every sailing session.

This will include;

Making contact with qualified RYA Senior Instructors and 'engaging' them to carry out the SI role.

Checking any SI's qualifications are current by requesting a copy of their current Senior Instructor qualification. Hard copy or scanned copy to be forwarded to the Secretary for filing.

Producing an SI list with a copy being sent to the Sailing Co-ordinator and a copy pinned to 'notice board' in MoB HQ.

Role of Senior Instructor (RYA qualified)

To manage all 'on the water' sailing activity. This includes deciding which dinghies can go afloat given the prevailing weather conditions. The S.I is responsible for the safety of all members and guests going afloat. The S.I has the authority and full support of the MoB Committee when making decisions in relation to the safety and wellbeing of any and all members or guest who wish to going afloat.

To assist (normally in liaison with the OOD) with the management of any serious incident or accident* and ensuring that any such incidents/accidents are reported to the Chairman or Secretary as per the 'Serious Incident or Accident Aide Memoir' which is posted in MoB HQ. For full details of our Serious Incident or Accident Policy please go to our website where the policy can be read or downloaded.

**A serious incident or accident includes;*

- *An accident resulting in the emergency services being called.*
- *The conduct or behaviour of a member or guest causing concern or harming or upsetting others.*
- *In the opinion of SI, OOD or Helm, an individual is placing themselves or others at risk of harm.*

This will include:

Remaining on site either on the water or in our club area whenever MoB members are afloat.

Ensuring that a safety boat is on station and staffed by appropriately qualified personnel (Helm to be RYA level 2 minimum.)

Ensuring that the safety boat is carrying MoBs **'Safety Boat Kit'** (in yellow flare box). Engine kill cord should be inside container. (Please note that the BSA safety boats kits - also in yellow flare boxes - should **NOT** be used. WE do not know when they were last checked.)

Ensuring that radios are carried by safety boat and in Drascombe Lugger and that at least one person in each vessel has been trained in the use of the radios.

Ensuring that Drascombe Lugger has a Competent Helm on board who has previous experience of being in charge of Drascombes or similar vessels.

Ensuring that the policy relating to sailing the Weta trimaran is adhered to.

Ensuring that all solo sailors are carrying a whistle.

Ensuring that the Safety Boat Kit in yellow flare box WITH KILL CORD INSIDE is returned to MoB HQ at end of each session.

Role of Officer of the Day

To help with the smooth running of sailing days. To be a friendly face and know where to get the answer if you don't have any information to hand.

To be in attendance from the start to finish of sailing activities so that one point of contact is maintained throughout.

To assist with the management of any serious incident or accident* and reporting this to the Chairman or Secretary as per the 'Serious Incident or Accident Aide Memoir' which is posted in MoB HQ. For full details of our Serious Incident or Accident Policy please go to our website where the policy can be read or downloaded.

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The following is a brief overview of the OODs tasks:

Opening up and unlocking MOB HQ

Collecting keys to the 'Pop Up' Café' room, opening up and fill/turn on urn

Collect the 3 MoB radios

Lock up the safe and back cupboard

Close the door to the PUC

Hoist both MOB flag and RYA Sailability flag. Hang MOB Banner over balustrade. (Put all away at the end of the day)

Reminding the S.I to speak to the Bewl Water waterfront staff (probably found in Fishing Lodge) to check that one of their Commando safety boats is available and moored on the pontoon. Check that S.I has picked up **MoBs 'Safety Boat Kit** (in yellow flare box). Engine kill cord should be inside container.

Discussing a day plan with the S.I and advise members of what the plan is. The S.I is the person who decides on who sails what and where to sail, and If conditions are bad this may include advising members that sailing is cancelled or limited.

In liaison with the S.I, organise members sailing requirements and ensure that all members attending have a fair opportunity to sail as boats and conditions permit.

Checking that all members and guests are wearing lifejackets/buoyancy aids **BEFORE** going onto pontoon and/or afloat and that they are worn correctly at all times. This just means keeping an eye on everybody when they are heading to the pontoon/boats.

Being responsible for greeting new members and guests and ensuring that they feel welcome. Ensure that all non-members complete a Temporary Membership Form. If you are busy with other duties make sure that they are introduced to another member before you leave them.

MoB OOD is also the person at base who needs to have a radio to communicate with MoB S.I and MoB Lugger. Guidance on how to use the radio and follow correct communication procedures is in the MoB HQ.

Being responsible for entering all occurrences in the daily log. Please complete the Log in full - those attending, conditions, boat defects, accidents etc. This will normally be done with help/input from the S.I.

Being responsible for ensuring that all dinghies are covered and secure and that both the Lugger and Stratos have been padlocked.

Return radios to the Pop Up Cafe.

Turn off urn in PUC and clear any rubbish left by members in café and from around tables at MoB corner.

Lock up PUC

Lock up MOB HQ and return key to keysafe

(During summer months, BSA have a support boat out on the water from 12-4pm, so responsibility can be passed to their helm/crew to turn off the urn and lock the PUC at the end of their session – but please speak to them about this first – if not available, lock up and turn off urn)

Being responsible for ensuring that all equipment is returned to HQ and that HQ is tidy before locking up.