



President (Elected Official)		Vice President (Elected Official)	
Primary role (FA01)		Primary role (FA01)	
<ul style="list-style-type: none">Chair of Management Committee; Support MC members to effectively manage their Teams		<ul style="list-style-type: none">Assist the President in management of the Club and Management Committee	

Race Management Team (FA02)		
Commodore (Elected Official)	<i>Team Members</i>	<i>Primary role</i>
<ul style="list-style-type: none">Coordinate Race Management TeamPrincipal Race OfficerChair Sailing Sub-Committee Vice Commodore (Elected Official) <ul style="list-style-type: none">Assist the Commodore in Race Management and the Sailing Sub-CommitteeSupport Junior and Youth Racing Program	<ul style="list-style-type: none">Race Management Team Volunteer Coordinator (Elected Official)	<ul style="list-style-type: none">Schedules volunteers for race management duties in advance
	<ul style="list-style-type: none">Duty Officer (Elected Official)	<ul style="list-style-type: none">Help with organisation of volunteers each race day
	<ul style="list-style-type: none">Race Officer (Various – Not elected)	<ul style="list-style-type: none">Manages safe on water conduct of races
	<ul style="list-style-type: none">Race Equipment Officer (Elected Official)	<ul style="list-style-type: none">Prepare and maintain race management equipment
	<ul style="list-style-type: none">Safety Boat Driver (Various – Not elected)	<ul style="list-style-type: none">Operates safety boat during races
	<ul style="list-style-type: none">Safety Boat Crew (Various – Not elected)	<ul style="list-style-type: none">Crew the safety boats during afternoon races
	<ul style="list-style-type: none">Race Start and Finishing Officers (Various – Not elected)	<ul style="list-style-type: none">Operates flags for races & records finishing times
	<ul style="list-style-type: none">Sign On Officer (Various – Not elected)	<ul style="list-style-type: none">Ensure key details about each race participant are correctly recorded
	<ul style="list-style-type: none">Race Results Officers (Various – Not elected)	<ul style="list-style-type: none">Record and publish finishing times in once checked by Race Officer
	<ul style="list-style-type: none">Flag Monitor (Elected Official)	<ul style="list-style-type: none">Raise SBSC flags on flagpole at start and end of each day of sailing
	<ul style="list-style-type: none">RMT Ramp Officer (Various – Not elected)	<ul style="list-style-type: none">Assist boats leaving and returning to ramp and record any damage

Club Policy Team (FA07)		
Secretary (Elected Official)	<i>Team Members</i>	<i>Primary role</i>
<ul style="list-style-type: none">Coordinate Club Policy and Compliance TeamCoordinates Management Committee meetings and correspondenceCommunity Liaison Officer	<ul style="list-style-type: none">Assistant Secretary - Club Policy (Elected Official)	<ul style="list-style-type: none">Maintain club policies needed to ensure statutory compliancePrepares annual returns and annual report
	<ul style="list-style-type: none">Assistant Secretary – Agreements (Elected Official)	<ul style="list-style-type: none">Coordinate lease with council and hire agreements
	<ul style="list-style-type: none">Child Safety Officer (Elected Official)	<ul style="list-style-type: none">Ensure Compliance with child and member protection policies
	<ul style="list-style-type: none">Assistant Secretary – Correspondence (Elected Official)	<ul style="list-style-type: none">Keep records of all incoming & outgoing correspondence
	<ul style="list-style-type: none">Assistant Secretary – Insurance (Elected Official)	<ul style="list-style-type: none">Ensure club insurance policies are aligned with club needs
	<ul style="list-style-type: none">Membership Secretary (Elected Official)	<ul style="list-style-type: none">Keep membership records of all members, issue renewal notices
	<ul style="list-style-type: none">Assistant Membership Secretary - Learn to Sail (Elected Official)	<ul style="list-style-type: none">Maintain membership records of all LTS members
	<ul style="list-style-type: none">Club Historian (Elected Official)	<ul style="list-style-type: none">Maintains club historical records and photographs

Race Program Team (FA03)		
Sailing Secretary (Elected Official)	<i>Team Members</i>	<i>Primary role</i>
<ul style="list-style-type: none">Coordinate Sailing Program TeamSecretary Sailing Sub-Committee	<ul style="list-style-type: none">Safety Management Officer (Elected Official)	<ul style="list-style-type: none">Maintains Risk Management Plan and Incident Management Plan
	<ul style="list-style-type: none">Sailing Program Officer (Elected Official)	<ul style="list-style-type: none">Prepares Annual Sailing ProgramSailing Instructions & NORMaintains events on RevSportSet up race schedule in HalSail
	<ul style="list-style-type: none">Sailing Awards Officer (Elected Official)	<ul style="list-style-type: none">Prepares recommendations on annual sailing awards
	<ul style="list-style-type: none">Sailing Traing Coordinator	<ul style="list-style-type: none">Coordinate RMT training (e.g. Race Officer, Safety Boat, First Aid, Radio Operator)

Finance Management Team (FA08)		
Treasurer (Elected Official)	<i>Team Members</i>	<i>Primary role</i>
<ul style="list-style-type: none">Coordinate Financial Management Team	<ul style="list-style-type: none">Assistant Treasurers (Elected Officials)	<ul style="list-style-type: none">Prepares Club BudgetBank Account ManagementFinancial AuditsFinance ManualInvoice PaymentsAccount Reconciliation
	<ul style="list-style-type: none">Grants Officer (Elected Official)	<ul style="list-style-type: none">Prepares Grant applications to meet club needsManages sponsorship
	<ul style="list-style-type: none">Club Assets Accountant (Elected Official)	<ul style="list-style-type: none">Maintains register of all club assets (incl. Facility Manager & Rear Commodore)



Sailing Assets Team (FA04)

Rear Commodore (Elected Official) <ul style="list-style-type: none"> Coordinate Sailing Assets Team 	Team Members	Primary role
	Boat Storage Officer (Elected Official)	<ul style="list-style-type: none"> Manages storage of club and private boats
	Dinghy Hire Officer (Elected Official)	<ul style="list-style-type: none"> Ensures all hirers are fit, able and ready to sail in club dinghies
	Safety Boat Captain (Elected Official)	<ul style="list-style-type: none"> Maintains club safety boats and powerboat equipment
	Pacer Captain (Elected Official)	<ul style="list-style-type: none"> Maintains club pacers in good condition
	Heron Captain (Elected Official)	<ul style="list-style-type: none"> Maintains club herons in good condition
	Laser Captain (Elected Official)	<ul style="list-style-type: none"> Maintains club lasers in good condition
	O'Pen Skiff Captain (Elected Official)	<ul style="list-style-type: none"> Maintains club O'Pen Skiffs in good condition
	Sailing Assets Manager (Elected Official)	<ul style="list-style-type: none"> Maintains register of club sailing assets (with Assets Accountant)
	Boat Maintenance Volunteers (Various – Not elected)	<ul style="list-style-type: none"> Assist maintenance of all boats

On-Line Systems Team (FA09)

On-Line Systems Manager (Elected Official) <ul style="list-style-type: none"> Coordinate On-Line Systems Team 	Team Members	Primary role
	System Administrator (RevSport) (Elected Official)	<ul style="list-style-type: none"> Manage RevSport modules to meet needs of team leaders
	System Administrator (Office365) (Elected Official)	<ul style="list-style-type: none"> Manage Office365 site to meet needs of club members
	Systems Training and Support (Elected Official)	<ul style="list-style-type: none"> Provide systems training and support to club members
	Office Hardware Support (Elected Official)	<ul style="list-style-type: none"> Maintain TV, Wi-Fi, Routers, Printer, Tablets etc,

Events Team (FA05)

Events Manager (Elected Official) <ul style="list-style-type: none"> Coordinate Event Management Team 	Team Members	Primary role
	Presentation Event Coordinator (Elected Official)	<ul style="list-style-type: none"> Plan and coordinate sailing awards presentation event
	Regatta Coordinator (Elected Official)	<ul style="list-style-type: none"> Plan and coordinate club regattas (Riverfire Regatta, On-the nose etc).
	Social Events Coordinator (Elected Official)	<ul style="list-style-type: none"> Plan and coordinate regular wine and cheese or other social events
	Bar Manager (Elected Official)	<ul style="list-style-type: none"> Manage drink stocks and sale to members
	Canteen Manager (Elected Official)	<ul style="list-style-type: none"> Manage canteen supplies and sale to members

Communications Team (FA10)

Communications Manager (Elected Official) <ul style="list-style-type: none"> Coordinate Communications Team 	Team Members	Primary role
	Newsletter Editor (Elected Official)	<ul style="list-style-type: none"> Compile weekly Scuttlebutt to inform club members
	Photographer (Elected Official)	<ul style="list-style-type: none"> Photograph sailing activities and post to website & social media
	Web Content Manager (Elected Official)	<ul style="list-style-type: none"> Maintain content of SBSC web pages
	Marketing Officer (Elected Official)	<ul style="list-style-type: none"> Prepare and coordinate communication & marketing plan
	Public Enquiries Officer (Elected Official)	<ul style="list-style-type: none"> Mange and directs public enquiries
	Social Media Officer (Elected Official)	<ul style="list-style-type: none"> Manage content of social media

Learn to Sail Team (FA06)

Learn to Sail Manager (Elected Official) <ul style="list-style-type: none"> Coordinate Learn to Sail Team 	Team Members	Primary role
	Junior LTS Support Officer (Elected Official)	<ul style="list-style-type: none"> Provide support to Junior LTS Program Coordinator, Instructors & Volunteers
	Adult LTS Support Officer (Elected Official)	<ul style="list-style-type: none"> Provide support to Adult LTS Program Coordinator, Instructors & Volunteers
	LTS Ramp Officer (Various – Not elected)	<ul style="list-style-type: none"> Assist boats leaving and returning to ramp and record any damage
	LTS Check In Officer (Various– Not elected)	<ul style="list-style-type: none"> Check in LTS members including attendance records and checkin
	LTS Safety Boat Launch Retrieval Officer (Various – Not elected)	<ul style="list-style-type: none"> Launch and retrieve safety boats for LTS program
	<i>Honorary / contract roles</i>	<i>Primary role</i>
	Discovery Sailing Centre Principal (Appointed – Not elected)	Manages the delivery of Australian Sailing Programs at the club
	LTS Booking officer (Appointed – Not elected)	<ul style="list-style-type: none"> Placement of LTS participants in conjunction with LTS coordinators
	Junior Learn to Sail Coordinator (Appointed – Not elected)	<ul style="list-style-type: none"> Plan and manage Junior Learn to Sail Program
	Junior Learn to Sail Instructors (Various – Not elected)	<ul style="list-style-type: none"> Provide instruction to Junior Learn to Sail Participants
	Junior Learn to Sail Assistant Instructors (Various – Not elected)	<ul style="list-style-type: none"> Assist instruction to Junior Learn to Sail Participants
	Adult Learn to Sail Coordinator (Appointed – Not elected)	<ul style="list-style-type: none"> Plan and manage Adult Learn to Sail Program
	Adult Learn to Sail Instructors (Various – Not elected)	<ul style="list-style-type: none"> Provide instruction to Adult Learn to Sail Participants
	Adult Learn to Sail Assistant Instructors (Various – Not elected)	<ul style="list-style-type: none"> Assist instruction to Adult Learn to Sail Participants

Facility Management Team (FA11)

Facility Manager (Elected Official) <ul style="list-style-type: none"> Coordinate Facility Management Team 	Team Members	Primary role
	Grounds Maintenance Officer (Elected Official)	<ul style="list-style-type: none"> Maintains grounds including rigging lawn
	Building Maintenance Officer (Elected Official)	<ul style="list-style-type: none"> Maintains SBSC Community Hall
	Assistant Facility Manager (Elected Official)	<ul style="list-style-type: none"> Assist with coordination of hall users, cleaning and maintenance
	Office Manager (Elected Official)	<ul style="list-style-type: none"> Organise SBSC Regatta Office, Equipment, Supplies & Records and other storage areas
	<i>Honorary / contract roles</i>	<i>Primary role</i>
	Hall Hire Coordinator (Appointed)	<ul style="list-style-type: none"> Promote and manage bookings of the SBSC Community Hall
	Building Contractors (Engaged as required)	<ul style="list-style-type: none"> Maintain plumbing or other services needed for
	Contract Cleaners (Engaged as required)	<ul style="list-style-type: none"> Provide cleaning services as required