



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

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

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

Race Program Team (FA03)		
<b>Sailing Secretary</b> (Elected Official)	<i>Team Members</i>	<i>Primary role</i>
<ul style="list-style-type: none"><li>Coordinate Sailing Program Team</li><li>Secretary Sailing Sub-Committee</li></ul>	<b>Safety Management Officer</b> (Elected Official)	<ul style="list-style-type: none"><li>Maintains Risk Management Plan and Incident Management Plan</li></ul>
	<b>Sailing Program Officer</b> (Elected Official)	<ul style="list-style-type: none"><li>Prepares Annual Sailing Program</li><li>Sailing Instructions &amp; NOR</li><li>Maintains events on RevSport</li><li>Set up race schedule in HalSail</li></ul>
	<b>Sailing Awards Officer</b> (Elected Official)	<ul style="list-style-type: none"><li>Prepares recommendations on annual sailing awards</li></ul>
	<b>Sailing Traing Coordinator</b>	<ul style="list-style-type: none"><li>Coordinate RMT training (e.g. Race Officer, Safety Boat, First Aid, Radio Operator)</li></ul>

Finance Management Team (FA08)		
<b>Treasurer</b> (Elected Official)	<i>Team Members</i>	<i>Primary role</i>
<ul style="list-style-type: none"><li>Coordinate Financial Management Team</li></ul>	<b>Assistant Treasurers</b> (Elected Officials)	<ul style="list-style-type: none"><li>Prepares Club Budget</li><li>Bank Account Management</li><li>Financial Audits</li><li>Finance Manual</li><li>Invoice Payments</li><li>Account Reconciliation</li></ul>
	<b>Grants Officer</b> (Elected Official)	<ul style="list-style-type: none"><li>Prepares Grant applications to meet club needs</li><li>Manages sponsorship</li></ul>
	<b>Club Assets Accountant</b> (Elected Official)	Maintains register of all club assets (incl. Facility Manager & Rear Commodore)



## Sailing Assets Team (FA04)

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

## On-Line Systems Team (FA09)

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

## Events Team (FA05)

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

## Communications Team (FA10)

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

## Learn to Sail Team (FA06)

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

## Facility Management Team (FA11)

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