

Wildwood Sailing Club Board of Directors - Job Descriptions

Wildwood Sailing Club is a co-operative and relies on the efforts of volunteers on committees but also in many roles as Board Members. The job descriptions for these positions are set out below for those considering how they can contribute to smooth functioning of the club:

Commodore:

Responsible for the general management and supervision of the affairs and operations of the Club.

- Oversees all other council positions and makes sure all aspects of the club run smoothly and are done in a timely fashion.
- Meets with the U.T.R.C.A. in the spring and supplies them with an Events Calendar.
- Calls and chairs all meetings of the Executive.
- Calls and chairs all meetings of the General Membership.
- Sets the agenda for all meetings.
- Sends out email notifications for events or functions.
- Has co-signing authority for the Club account and all contracts.
- The Commodore, or designated Board Member, shall negotiate the lease with the Upper Thames River Conservation Authority (UTRCA).
- Negotiates with the UTRCA for tree work and tree removals or any work involving the UTRCA.
- Helps with recruiting new members and distribution of car and boat passes.
- Looks after the Commodore's bell.

Vice Commodore:

During the absence of the Commodore, the duties and powers of the Vice Commodore may be exercised. The Vice Commodore assumes the duties and responsibilities of the Commodore until the Commodore returns to resume his/her position.

- Has co-signing authority for the Club account.
- The Vice Commodore shall assist the Commodore, or designated Board Member, with the negotiation and procurement of the lease with the UTRCA.
- Is available to work with the Social Committee, helping make up the social calendar, finding volunteers to organize events, or may personally take on the responsibility of producing a social event such as a summer supper.
- Helps out with executive positions that become vacant until those positions can be re-filled.

Past Commodore:

Serves as a Director in support of the Commodore as required

Treasurer:

- Obtains and pays negotiated lease from the UTRCA by March 28.
- Pays Taxes, Insurance, Pump-out, and others accrued expenses.
- Collects UTRCA form, boat and car pass information and distributes passes to the members at the spring clean-up.
- Holds a master key to club padlock, makes copies, and distributes to new members.
- Prepares and presents a draft budget to the Executive prior to the start of the season. The Executive recommends a final budget. The Treasurer then presents the budget approval at the first Membership Meeting in the spring.
- Keeps all accounts and financial records for the Club, including payment of bills according to the budget, and collection of fees as required.
- Pays bills for budgetted amounts, as directed by the Executive, or whenever the expense does not exceed the budget by more than \$200.
- Presents an annual report, including statement of revenue and expenses, and balance sheet at the annual meeting.
- May make recommendations to the Executive on compliance with government regulations, auditing, banking and investments.
- Ensures sufficient members of the Executive are registered to act as signing officers. Signing officers must include the Treasurer.
- Is responsible for filing financial reports to governments and financial institutions as required.
- Keeps an up-to-date record of membership. Scans and emails all applications to the Commodore, Information Officer and Harbor Master who require a current membership list.

Information Officer and Webmaster (formerly Secretary):

- Keeps minutes of all Executive and Membership meetings.
- Prepares, in consultation with the Commodore, agendas of upcoming meetings and distributes as required.
- Emails notice of meetings as required.
- Receives and prepares any correspondence on behalf of the Executive and Club.
- Responsible for the spring mailing of applications to members.
- Keeps an up-to-date membership list for the Executive including member's name, mailing and email addresses, telephone number, boat type (color and name if possible), work assignment, vehicle and boat passes and trailer license plate number.
- Responsible for retention of all corporation records, minutes, leases, legal documents etc
- Responsible for records of incorporation, filing of Annual Return with Ontario Business Registry and Notices of Change following election of Directors and Officers
- Responsible for maintaining up to date versions of Constitution, By-Laws, Club Rules and Policies and ensuring up to date records are published on the WSC website

- Maintains the Club's website, Twitter and Instagram accounts.
- Does annual updates to the website including:
 - Changes to the Executive & Committees
 - Club Rules, Constitution and job descriptions
 - Annual Social Events Calendar & Blog
 - Annual Race Calendar & Race Results Blog
- Posts other updates and content throughout the season and as requested by the Executive, which may include:
 - Race results & photos,
 - Social event reports & photos
 - News items regarding WSC
 - Minutes & reports from Executive & Committees
- Assists members in using website and blogs if necessary.
- Keeps the Club informed of scheduled payments for the website, editor & domain name renewals.
- Keeps an up-to-date file of website addresses, usernames and passwords required to maintain and update the website, provides it to the Executive.
- Works with a second Webmaster to ensure that the website, Twitter and Instagram accounts are maintained at all times.
- Communicates with the Executive regarding new applications which may be useful.

Harbor Master:

- Responsible for dock assignments, and approving boats to be allowed use of the harbor and facilities of WSC.
- Must approve boats in accordance with the draft, size and weight according to club rules, and prohibiting boats that do not meet these rules.
- Dock assignment should be completed within two weeks of club opening, and submitted to Webmaster for posting on Members Only Section of the website. The Harbor Master's contact details for all concerns regarding dock assignments to be included with the on line posting. The list is to be kept up-to-date throughout the season. Members may get individual dock assignments from the Harbor Master in advance of posting. Returning members will typically be given the same dock assignments as the previous year, but this may change due to change of their boat, or needs of other members as determined by the Harbor Master.
- Advises the Executive of any need of new equipment or extra dock space to accommodate members.
- Advises club members of necessary precautions to ensure the safety of their, and other members' boats. Monitors depth level and advises the Executive.
- Arranges for members to move boats which are docked in the wrong location, or when assigned to new dock space. When a member fails to comply, he may arrange to have a boat moved to a new dock space as necessary.

- Responsible for an Annual Review and report of Abandoned/Potentially Abandoned Boats and their ultimate disposal
- Enforces the Members Only rule for the harbor when necessary, and advises the Commodore or Executive of any issues affecting the security of the harbor or member boats.
- Monitors parking lot for boats and trailers of members who do not comply with WSC parking guidelines.

Dock Master/Dock Director:

- Maintains the docks and ancillary equipment in good repair throughout the season.
- Checks and tightens loose hinges on docks.
- Checks that the hinge bolts are secured properly.
- Checks barrel straps and replaces where missing.
- Checks for screws protruding on the gangways and fingers.
- Replaces missing barrels.
- Pumps out flooded barrels.
- Straightens dock poles.
- Checks if docks are off poles (short pipes).
- Replaces broken stringers as needed.
- Installs landing ramp and moves the same out as water levels recede in the fall.
- Checks service boat, bails it out after a rainy day and checks for gasoline.
- Builds new docks or fingers as required.
- Makes sure the battery for the barrel pump is charged.
- Submits the work crews, work schedules and crew leaders' contact details to Web Master for posting on the Members Only Section at the start of the season. Re-posts during the season as required. This may be posted on the clipboard in the shed as well.

Race Director:

- Responsible for all matters pertaining to the race programs at the club.
- Schedules the race events and co-ordinates these events with the Social Director to parallel the dinner schedule.
- Designs a racing program flyer and prepares it to be included in the spring mailing.
- Calls for volunteers to help with the race timing and committee boat duties.
- Reviews the sailing instructions to ensure that they are current with the latest Canadian Yachting Association Racing Rules and any approved changes by the membership at a General Meeting.
- Inspects and maintains the race marks and ground tackle before they are launched on race day and arranges for the installation and removal of the marks.
- Obtains a valid PHRF handicap rating for each racer.
- Performs any equipment verification as required.

- Chairs the Skippers Meeting when required to announce any pertinent information, eg. water depth, weather conditions, and safety issues.
- Works with the race starter and committee boat.
- Chairs any protest meetings or appoints an alternate.
- Calculates and maintains the handicap system for all racers at the club.
- Purchases the trophies/prizes for the winners and 2nd place finishers.
- Submits racing schedule and racing results to Webmaster.
- Submits reminders to membership for upcoming races to Web Master for posting on line and to Social Director for inclusion with events notices.
- Determines the budget required to run the racing program.
- Reports racing results and budget reports to the membership at the General Meeting.

Grounds Director:

- Oversees grounds work on spring clean-up day.
- Assigns grounds members to work crews with a leader (who communicates work dates to their crew), prepares a work crew schedule and a list of tasks to be done. Work crews, leaders (with contact details), and the work schedules are to be submitted to the Webmaster for posting on the Members Only Section. Up-dates will be posted on line as the season progresses. A copy may be kept in the shed as well.
- Assigns jobs to work crews.
- Assigns special work assignments if grounds members are unable to attend work crew dates.
- Makes a grass cutting schedule for the designated grass cutters.
- Arranges pump-out of washroom holding tank at the end of the season with disposal company.
- Contacts the Commodore, who will coordinate with the UTRCA, removal of prunings, debris, etc. when necessary.
- Evaluates buildings, etc. on a regular basis to determine if any maintenance is required.
- Arranges for washroom attendant to clean, maintain and replenish supplies on a regular basis.
- Assigns someone to remove battery from lawn mower for warm winter storage and return in spring.

Social Director:

- Organizes 6 social events during the sailing season (spring cleanup refreshments, June dinner, July fireside chat, Aug fireside chat, AGM dinner, and dock pull refreshments).
- Organizes any other hosting as directed by the Executive.
- Posts social event notices on the access road chalkboard, lettering and bulletin boards on the club house, club website and by email. It is at the discretion of the Social Director to make phone calls inviting members to events.
- Approves bookings and maintains the pavilion booking schedule.

- Ensures the storage room is clean and stocked during the sailing season and emptied in the off season. Ensures the first aid cabinet is stocked and supplies are within their expiry dates.
- Ensures the BBQ is functioning, properly cleaned during spring clean-up, has utensils and igniters in good repair and the propane tanks are filled.
- Determines the necessary budget to run the social program.

Security Director:

- Mounts cameras at key positions around the sailing club.
- Monitor live feed and report incursions to OPP as appropriate
- From time to time check cameras for space available on the disks.
- If a problem arises, checks the cameras for photo evidence.
- To make sure other security devices are used like locks on doors or gates.
- To always be looking for better security ways to make the club safer.

Non-Director Positions:

Service Boat Keepers:

- Looks after the Service Boat
- Bails water from the boat when needed
- Fills the boat gas tank
- Gets the boat motor maintained when needed

Washroom Attendant:

- Keeps the washrooms stocked
- Cleans the washrooms when needed