

| Role | Purpose | Weston |
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| Club Secretary | The Club Secretary is responsible for all activities relating to administration of club artefacts/documentation, is a member of the General Purposes Committee, and a trustee of the Club | 1. Is the point of contact for Club correspondence from outside agencies |
| | | 2. Sends official correspondence on behalf of the Club |
| | | 3. Attends the GPC meetings and is an ex-officio member of all other committees and working parties |
| | | 4. Produces the agenda for the GPC meetings |
| | | 5. Takes and distributes minutes of the GPC Meetings |
| | | 6. Sends out notices to Club members of the AGM |
| | | 7. Produces the agenda for and takes minutes of the AGM |
| | | 8. Ensures that any disciplinary processes are conducted within the club's rules |
| | | 9. Commissions updates to the Club's Policy Statements and Procedures for General Committee approval |
| | | 10. Deputises for the Commodore in his/her absence (if no Vice Commodore) |
| Membership Secretary | The Membership Secretary is responsible for all activities relating to recruitment, retention, and administration of club members and is a member of the General Purposes Committee and a trustee of the Club | 1. Respond to enquiries by prospective Members, complete new joiner process (involving GPC), and register new members on SCM |
| | | 2. Respond to membership questions and issues raised by existing Members |
| | | 3. Distribute membership and berthing renewal notices, ensure invoices are issued via SCM for the correct fees to prospective and existing members, and process payments in the Clubs Accounting System (Xero) |
| | | 4. Maintains accurate and up to date membership and contact records for members and non-members in the club's administration system(s) |
| | | 5. Respond to requests from GPC for information about Members/Memberships, renewals, and complete the Annual RYA Membership census |

6. Work closely with the Facilities Manager when allocating berths to members on SCM and provide reports of which boats are allocated to which Berths