

Role	Purpose	Weston
<b>Sailing Secretary</b>	The Sailing Secretary is responsible for all activities on the water and water-linked land activities (e.g. training, safety)	1. Member of the General Purpose Committee (GPC) and chairs the Sailing Committee (SC). To nominate Fleet Captains and recommend nomination 2. Ensure the membership of the SC represents the various sailing interests and provides for effective succession planning. 3. Oversee the work of Fleet Captains and resolve conflicts of interest between them 4. Formulate the Sailing programme and liaise with the Facilities Manager on matters regarding its execution 5. Agree with the Treasurer the annual sailing budgets to be submitted to the GPC 6. Determine through the SC the charges for use of Club Facilities (including camping field hire), dinghy parks, and race entry fees, so as to cover at least the costs of these services, when considered in total 7. Responsible for the tone and culture of Club organised sailing events, the Club sailing programme and the balance between Club events and external class, national and international events. 8. Identification of sponsorship opportunities and their effective development and control. 9. Support the promotion of the Club as a venue for Class, National and International sailing events. 10. Maintains results of all club and Open meeting racing and publishes results of racing on Club notice board/website(s)
<b>Assistant Sailing Secretary</b>	The Assistant Sailing Secretary may deputise for the Sailing Secretary and is responsible for Duty Management and Sailing Committee Administration	1. Manages the Club Duty Administration system (e.g. Sailing Club Manager) for DO, RO, ARO and Patrol Boat Duties 2. Takes Minutes of the Sailing Committee Meeting 3. Distributes minutes of the Sailing Committee Meeting
<b>Fleet Captain(s)</b>	The Fleet Captain(s) may deputise for the Sailing Secretary and represent	1. Leads and represents the Fleet (Handicap) classes actively engaging and communicating with all participants 2. Promotes and encourages the classes, helms, and crews in their fleet 3. Arranges events, such as training, ad-hoc and publicised home and away club meets, etc.

Fleet Captain(s)	the interests of participants in their fleet/racing	<div>4. Recruit, encourage, and support new members in their fleet (or potentially)</div> <div>5. Interpretation and regulation of the Handicap ratings and fleet splits (currently 3)</div> <div>6. Attend monthly Sailing Committee meetings</div>
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