

Princess Royal Sailing Club Inc.

Elected Board of Management Membership Structure and Function

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| <p>Commodore Leadership Chair of Strategic Planning Team Club image & standards Public Relations Advocacy Command of the fleet</p> |
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| Vice Commodore | Finance Director | Sailing Director | Training & Development Director | Communication, Marketing and Promotion Director | Social, Membership & Development Director | Facilities Director |
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| <p>Member of Strategic Planning Team</p> <p>Facilitation of high levels of communication between board members.</p> <p>Convening of board meetings & facilitation of agenda preparation.</p> <p>Facilitation & collation of reports from board members for attachment to agenda.</p> <p>Assume powers and functions of Commodore in that person's absence. Direct, manage and communicate board decisions / outcomes to Executive Officer.</p> | <p>Member of Strategic Planning Team</p> <p>Preparation of Annual Budget.</p> <p>Preparation Annual Financial Statements.</p> <p>Management & supervision of the Financial Affairs of the club.</p> <p>Monthly analysis of Club financial position & performance with Report to the Board.</p> <p>Annual analysis of the financial position of the club, report and recommendation to members.</p> <p>Recommendation to board of annual membership fees and general charges.</p> | <p>Member of Strategic Planning Team</p> <p>Formulation and administration of annual yacht racing programs.</p> <p>Formulation and administration of other activities and programs on demand as directed by membership diversity.</p> <p>Organisation of ceremonial functions including special event days and general trophy presentations.</p> <p>Management and maintenance of racing / rescue plant and equipment.</p> | <p>Member of Strategic Planning Team</p> <p>Formulate & coordinate Beginning and Junior sailing courses.</p> <p>Facilitate training programs for instructors, radio, first aid, safety boat and any courses that enhance sailing skills and training.</p> <p>Management of training and development programs for all members and activities.</p> <p>Management & maintenance of training vessels & surveillance equipment.</p> <p>Promote sailing in general for Beginning sailors and potential new sailors, e.g. Try Sailing, Bring a Friend, Racing Crew, Women & Girls on Water, SheSails.</p> | <p>Member of Strategic Planning Team</p> <p>Development and implementation of promotion / liaison strategy/community/ awareness program: - press releases - Radio interviews - Media familiarisation - heritage and history study.</p> <p>Club newsletter, annual program and other timely communication of news, results, events etc.</p> <p>Development and implementation of sponsorship attraction package: - promotional brochure - sponsors function - sponsors package - advertising in annual program.</p> <p>Maintain & upgrade Club website & other social media: - Facebook - Instagram</p> | <p>Member of Strategic Planning Team</p> <p>Establishment of membership recruiting strategies.</p> <p>Maintenance of existing membership levels.</p> <p>Development promotion and implementation of social program.</p> <p>Oversee membership development program to maximise the potential and development of all members.</p> | <p>Member of Strategic Planning Team</p> <p>Establishment and maintenance of asset register and management of 5 year rolling major asset maintenance program.</p> <p>Co-ordination and supervision of voluntary and paid maintenance activities.</p> <p>Allocation of pens and maintenance of pens register.</p> <p>Management of Jetties, Marina, Slipway, Hardstand, Boatshed and grounds.</p> <p>Management of clubhouse facilities including commercial leasing and licensing issues</p> |