

Officers Handbook



(Job Descriptions)

PRC = member of the Planning RC (\$) = must submit a budget request

* "Pram" refers to Clearwater Pram, IOD and OPPI

** All contracts must be approved by the Windlasses Board.

CAPTAIN (\$)

Performs duties of President as described in Robert's Rules of Order and By-Laws.

Makes schedule, and personnel assignments with Race & Cruise Chairmen.

Makes the following appointments:

AUDIT COMMITTEE (Chairman + 2)

Annual audit shall be conducted after the end of the fiscal year on June 30, and completed not later than July 31. The Audit committee shall include the incoming Treasurer.

BULLETIN BOARD COORDINATOR

Maintains the Official Bulletin Board in a timely and orderly fashion.

COMMUNITY EVENTS COORDINATOR

Reviews with the Board what City events Windlasses will participate in.

Sends Official Windlass Email requesting any members who wish to participate in the event.

Submits event application to the City.

Windlasses banner should be displayed in any parade we participate in.

Parade participation may be combined with DYSA.

GMAIL COORDINATOR

Handles all official and social Windlass e-mail. An Official e-mail is one that deals with necessary information pertaining to events on the Windlass calendar, including FWSA events. Social email may include notifications of interest to club members and may be submitted by any member. Gmail coordinator maintains the membership updates and notifies the club members of contact information updates. She sets up and maintains all gmail sub accounts in racechairman.windlasses@gmail.com, including assigning new passwords. Trains or delegates training of new officers and coordinators in the use of their gmail accounts. Sender will be noted as racechairman.windlasses@gmail.com

FSA DELEGATE

Serves as contact with FSA and US Sailing. Represents Windlasses at FSA meetings and keeps Windlasses informed as needed.

GOOGLE DRIVE COORDINATOR

Organizes, shares and backs up all important documents

HISTORIAN

Collects all sailing publicity on Windlasses and photographs all events of the organization and preserves these online.

PROTEST CHAIRMAN (\$)

Is responsible for the resolution of all protests filed by Windlasses.

PUBLICITY

Generates publicity for Windlasses' organization.

ROSTER COORDINATOR (\$)

Arranges for publication of the Windlasses Roster which contains member information (available from the

Treasurer), the year's schedule, Constitution and By-Laws, Windlasses Organizational Chart, and Officers Handbook.

ROSTER DISTRIBUTION

Handles distribution of Windlasses Roster to members.

SMART PHONE COORDINATOR

Updates membership information so that it is accessible via mobile phone.

SOCIAL EVENTS CHAIRMAN (\$)

Responsible for coordinating the Membership Coffee, Christmas Party, Winter Luncheon, Spring Luncheon, and any other social events.

Chairs a summer meeting of all committee members. Appoints a chairman for each social event, and allocates committee members to each event. Each event group plans and executes their event activities.

WAYS AND MEANS CHAIRMAN (\$)

Orders Windlasses insignia items for purchase by members.

WEB MASTER (\$)

Heads IT committee, updates and maintains Website.

RACE CHAIRMAN (PRC)

Performs the duties of 1st Vice President as described in Robert's Rules of Order and those listed in the By-Laws.

Works with Captain and Cruise Chairman to plan schedule, and personnel assignments.

Writes Notice of Race and Sailing Instructions with her Planning Committee (PRC) for approval by the Advisory Board at a summer meeting and distributes to all members.

Chairs the Planning Committee which shall be responsible for all fleet racing.

Trains Assistant Race Chairman.

Reports to the Advisory Board for the class in which she races.

Works with Assistant Race Chairman to coordinate safety on and off the water.

ASSISTANT RACE CHAIRMAN (PRC)

Performs duties described in By-Laws.

Performs duties as 2nd Vice President.

Works with Race Chairman in all areas.

Performs duties of Race Chairman for the Spring Series.

Assumes position of Race Chairman the following year.

Reports to the Advisory Board for the class in which she races.

Race and Assistant Race Chairman make the following appointments:

CITY PRAMS/IOD/OPPI MAINTENANCE COORDINATORS (\$)

Checks the repair sheet weekly and makes needed repairs. If required, submits outside repair requisitions and reimbursement to the city.

Provides a list of sailable Prams/IOD/OPPI to Pram Assignment Coordinator, and Special Races Coordinator's Assistant.

Instructs members in proper care of all Prams/IOD/OPPI.

After the Windlasses sailing season, sails are changed. Then conducts an inventory of Prams/IOD/OPPI with the city staff prior to the start of the city's summer sailing program.

After the city's summer sailing program, and prior to the August membership coffee, conducts an inventory of Prams/IOD/OPPI with the city staff.

Inventory reports for the beginning and ending of each season are submitted to the Captain, Race Chairman, and posted on Google Drive.

CITY SUNFISH MAINTENANCE COORDINATOR (\$)

Checks the repair sheet weekly and makes needed repairs. If required, submits outside repair requisitions and reimbursement to the city.

Provides a list of sailable sunfish to City Sunfish Coordinator.

After the Windlasses sailing season, conducts an inventory of sunfish with the city staff prior to the start of the city's summer sailing program.

After the city's summer sailing program, and prior to the August membership coffee, conducts an inventory of city sunfish with the city staff.

Inventory reports for the beginning and ending of each season are submitted to the Captain, Race Chairman, and posted on Google Drive.

CITY SUNFISH COORDINATOR

Promotes participation in using city sunfish. Posts sign up, and runs lottery (if necessary).

Provides list to Sunfish Assignment Coordinator and Special Races Coordinator's Assistant

Instructs members in proper care of city sunfish.

ASSIGNMENTS - PRAM/IOD/OPPI and SUNFISH (PRC)

Responsible for posting notice of race, sign-up sheets, fleet assignments, and duty assignments for series races.

Try to send emails each week for reminders of duty assignments.

At the beginning of each series, prepare the required number of scoring sheets. List Sunfish by sail number, and Pram/IOD/OPPI by fleet. Placed on clipboard located in On-the-water Race Committee equipment bags.

COORDINATORS - PRAM/IOD/OPPI and SUNFISH (PRC)

Works with PRO, Race Chairman and Assistant Race Chairman on race days.

May be requested by PRO to raise and lower flag on shore for postponement or abandonment of races.

Liaison between the fleet in which she races and the PRC, PRO, and Education Chairman.

Reports to the Race Chairman.

PRINCIPAL RACE OFFICER (PRO) (PRC)

The PRO assumes direction and responsibility for the race committee personnel, equipment and assignments on the water.

Provides instructions and course selection within the racing area.

Responds to changes in weather conditions.

Assures race committee compliance with Sailing Instructions and racing rules.

Acts as the communication link to racers, Protest Committee, Race Chairman and Assistant Race Chairman, and Captain.

The PROs are members of the On The Water Team (OTWT), which consists of Race Committee Personnel.

A representative from the OTWT is a member of the Planning Race Committee.

RACE EQUIPMENT COORDINATOR (\$)

Maintains all race committee equipment (flags, poles, timing watch, horn, clipboards).

Maintains all racing marks, lines, anchors, and equipment loaded into safety/mark boat.

All equipment should be available for all series, special, and interclub races.

Recommends to PRC any purchase of needed equipment.

Is in charge of maintaining/charging the various on the water Radios. This duty may be assigned to an individual member.

Maintains inventory list of what equipment is in the Windlasses locker.

Prepares a beginning of sailing season inventory report and a year-end inventory report that are submitted to the Captain, Race Chairman, and posted on Google Drive.

RACE COMMITTEE PERSONNEL COORDINATOR

The Race Committee Personnel Coordinator assigns on-the-water personnel for the pram/sunfish course for series, special races, and interclub racing.

The coordinator consults with the Committee Boat Coordinator to determine who the scheduled skippers and their boats are for each race week.

Emails RC personnel what boat they will be on.

COMMITTEE BOATS COORDINATOR (\$)

Procures boats needed for series, special, and interclub racing.

SAFETY/MARK BOAT COORDINATOR

Maintains a list of persons qualified to run the safety/mark boat.

Maintains a list of persons able to set courses.

Assigns qualified persons for series, special, or interclub racing.

Notifies community liaison of needed repairs.

Maintains supply of gas/oil to run safety/mark boat for racing, and cruising.

Maintains documentation of our usage and maintenance of the boat and engine.

Prepares a year-end report that is submitted to the Captain, Race Chairman, and posted on Google Drive.

SCORER (PRC)

Collects finish sheets from on-the-water race committees for series and special races.

Enters finishes in scoring program, and gives the weekly preliminary scores to the webmaster for uploading to the website.

If the protest chairman notifies of protest decisions that change results, re-enter finishes in the scoring program.

At the end of the series, recalculate final scores to address average points for RC, mark boat, redress, etc.

Gives final results to Webmaster, and Awards & Trophy chairman.

SPECIAL RACE COORDINATOR (\$) (PRC)

Special Races include Halloween, Christmas Bell, Valentine's Day, St. Patrick's, Empty Bracelet/

Grandmother's, Island Race, and other races.

Each coordinator conducts special races as defined in By-Laws, Article XII, Section 3, and Section 5f.

Consults with RC Personnel Coordinator, Committee Boat Coordinator, and Safety/Mark Boat Coordinator who are responsible for assigning personnel and boats.

Determines course for special race.

Makes onshore decisions regarding postponement (raising and lowering flag, abandonment, etc.)

Designates liaison to advise on-the-water race committee regarding integrity of race course, and determining whether conditions are appropriate to race.

SPECIAL RACES COORDINATOR'S ASSISTANT

Responsible for posting notice of race, sign-up sheets, fleet assignments, and duty assignments for special races.

Prepares required number of scoring sheets. Lists Sunfish by sail number, and Pram/IOD/OPPI by fleet.

Places on clipboard located in On-the-water Race Committee equipment bag.

Sends email to sailors for reminders of duty assignments.

CRUISE CHAIRMAN (\$)

Performs duties described in By-Laws.

Works with Captain and Race Chairman planning schedule, and personnel assignments.

Responsible for coordinating Grape, Oktoberfest, Soup, Spring, and Shrimp Cruises.

Chairs a summer meeting of all committee members. This meeting prepares the Cruise Rules for approval by the Advisory Board. Rules will be included at the end of the Sailing Instructions.

Appoints a chairman for each cruise, and allocates committee members to each cruise. Each cruise group plans and executes their cruise activities. As a minimum, these jobs must be filled: pram assignments and duties, sunfish duty assignments, support boats coordinator, and safety boat coordinator.

SECRETARY (\$)

Performs duties of both recording and corresponding secretary as described in Robert's Rules of Order.

TREASURER (\$)

Collects dues and membership forms for distribution to Race Chairman and then on to Roster Coordinator.

Performs other duties as described in Robert's Rules of Order and the By-Laws.

EX-OFFICIO

Member of the Advisory Board.

Performs duties of Ex-Officio as outlined in Robert's Rules of Order and the By-Laws.

Subject to board approval, she selects two people to serve with her on the Nominating Committee.

Chairs the Nominating Committee which endeavors to nominate a board balanced between the Pram and Sunfish fleets and, if at all possible, with the Race and Assistant Race Chairmen coming from different sailing fleets.

ADVISORY BOARD

Makes the following appointments:

AWARDS & TROPHIES (\$)

Orders charms (gets information from RC scorer), keeps records, collects and engraves trophies, orders new member bracelets and burgees.

COMMUNITY LIAISON

Communicates as Windlass representative with the city of Dunedin and other community programs and provides the Windlass board with written documentation of such communication.

EDUCATION CHAIRMAN (\$)

Plans ongoing education.

Procures and sells rule books.

Works with the New Member Director to ensure new members have demonstrated basic sailing and safety skills.

FWSA DELEGATES (#1 delegate, #2 delegate, #3 alternate) (\$)

Attends FWSA meetings.

Schedules interclubs on days other than Thursdays.

Coordinates and sends teams to interclubs.

Coordinates and runs interclubs held at Windlasses.

Coordinates any other FWSA events including FWSA Rainbow and Championship Regattas.

NEW MEMBER DIRECTOR (\$)

Works with the Education Chairman to ensure that new members have demonstrated basic sailing and safety skills.

Works with and advises new members on Windlass activities.

Conducts the new member orientation programs during the first sailed Series.

Assembles and dispenses new member material to new members.

Acceptance of new salts to the racing program shall be at the discretion of the New Member director and the Advisory Board.