

MISSISSAUGA SAILING CLUB  
JOB DESCRIPTIONS

**2017 - 2018**

**FILE IS TO BE MAINTAINED BY THE  
SECRETARY**

THE TENURE AND DUTIES OF OFFICERS ARE GOVERNED  
BY THE CLUB BYLAWS, WHICH HAS PRECEDENCE OVER  
THIS DOCUMENT

THESE NOTES ARE A DESCRIPTION OF THE  
RESPONSIBILITIES OF CLUB OFFICERS - DETAILS MAY  
CHANGE FREQUENTLY

THIS DOCUMENT SHOULD BE REVIEWED AT AN EXECUTIVE  
MEETING A COUPLE OF MONTHS BEFORE EACH AGM SO  
THAT IT MAY BE UP-DATED BASED ON CURRENT  
EXPERIENCE

REVISED DOCUMENT SHOULD BE AVAILABLE WELL  
BEFORE THE AGM FOR THE GUIDANCE OF THE  
CANDIDATES FOR THE NEW EXECUTIVE

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## **LIST OF DIRECTORS AND OFFICERS**

### **EXECUTIVE OFFICERS:**

**PAST COMMODORE**  
**COMMODORE**  
**SECRETARY**  
**TREASURER**  
**SAILING/RACE OFFICER**  
**MEMBERSHIP OFFICER**  
**FACILITIES OFFICER**  
**COMMUNICATIONS OFFICER**  
**SOCIAL OFFICER**

### **COMMITTEES & NON-EXECUTIVE POSITIONS**

*(Appointed as needed – can be used for forgivable maintenance hours)*

**CLUB APPAREL** (selection, ordering, promotion & sale of Club items)  
**CLUB COMPUTER** (if required by Communications Officer)  
**CLUBHOUSE - EXTERNAL & INTERNAL** (assist Facilities & Social Officers in day-to-day operations & supplies).  
**CLUB HISTORY/PICTURES** (documentation of Club History)  
**COMMITTEE BOATS** (if required by Race Officer to help fuel/equip boats.)  
**COMPOUND MONITOR** (if required to assist Facilities Officer)  
**CRUISING** (assist Sailing Officer in organizing Cruising programme)  
**DECORATING** (committee for any décor, furnishings, wall hangings & display changes as per Executive initiation and approval)  
**DOCK CLEANING** (poop Patrol before events - docks, lawns & roof deck)  
**FLEET CAPTAIN(S)** (to represent interests of classes of boats)  
**GARAGES** (clean & organize both garages regularly – see Facilities Officer)  
**GARDENING COMMITTEE** (establish and maintain lawn & garden areas)  
**LIBRARY** (organize library)  
**LONG-RANGE PLANNING COMMITTEE** (to research/advise Executive re major projects and expenditures)  
**MEMBERSHIP** (Assist Membership Officer)  
**NEWSLETTER COMMITTEE** (if required to assist Communications Officer)  
**PHONE/COMMUNICATIONS** (contact Members re Publicity/Social/Racing)  
**PUBLICITY** (Media, City, OSA/CYA, Sports Council Events, advertising etc.)  
**RACING/REGATTAS** (assist Sailing Officer)  
**RACE-NIGHT COOKING** (organize preparation, cooking, serving, clean-up)  
**RACE-NIGHT FOOD** (organize après-race food in conjunction with Social Officer and Stock Buyer)  
**SAFETY OFFICER** (assist Sailing Officer)  
**SOCIAL** (assist Social Officer with events, including race nights [as above])

# **PAST COMMODORE**

(ONE YEAR TERM)

## **AFTER ANNUAL GENERAL MEETING**

- 1 MEET WITH NEW COMMODORE TO ENSURE CONTINUITY

## **GENERAL DUTIES**

- 1 ATTEND EXECUTIVE MEETINGS AND ANNUAL GENERAL MEETING.
- 2 ASSIST COMMODORE WHEN NECESSARY
- 3 ASSIST OR WORK WITH ANY MEMBER OF THE EXECUTIVE WHEN NECESSARY
- 4 ADVISE EXECUTIVE ON SUITABILITY AND AVAILABILITY OF MEMBERS FOR ANY POSTS THAT ARE UNFILLED THROUGH RESIGNATION OR THE CREATION OF NEW POSITIONS. IN PARTICULAR, PROPOSE A SLATE OF CANDIDATES TO THE EXECUTIVE PRIOR TO AN UPCOMING AGM TO FILL THOSE POSITIONS BECOMING VACANT AT THE AGM.

# COMMODORE

(ONE YEAR TERM)

## AFTER ANNUAL GENERAL MEETING

- 1 MEET WITH PAST COMMODORE TO ENSURE CONTINUITY

### GENERAL DUTIES:

- 1 CALL AND ATTEND MONTHLY EXECUTIVE MEETINGS AND ANNUAL GENERAL MEETING.
- 2 PREPARE AGENDA AND CHAIR THE ABOVE MEETINGS.
- 3 ENSURE THAT OFFICERS ARE DILIGENTLY DISCHARGING THEIR RESPONSIBILITIES.
- 4 ENSURE THAT THE CLUB IS OPERATED IN ACCORDANCE WITH ITS CONSTITUTION AND BYLAWS.
- 5 REPRESENT MSC TO OTHER ORGANIZATIONS AND INDIVIDUALS AND LIAISE WITH THE CITY OF MISSISSAUGA.
- 6 IN CONJUNCTION WITH THE SECRETARY, UPDATE AND FILE AFFILIATION PAPERS WITH THE CITY WITHIN 60 DAYS OF AGM.
- 7 IN CONJUNCTION WITH SECRETARY, SEND LETTERS TO PEEL MARINE POLICE AND CITY PARKS TO AUTHORIZE TRESPASS AND OTHER ISSUES ON OUR BEHALF (TO BE SENT EACH YEAR WHEN MSC DOCKS GO IN – usually April).

# SECRETARY

(TWO YEAR TERM)

## GENERAL DUTIES

- 1 MEET WITH OUTGOING SECRETARY TO MAINTAIN CONTINUITY AND TRANSFER BOOKS.
- 2 TO RECORD MINUTES OF: Monthly Executive Meetings, Annual General Meetings, Special General Meetings
- 3 TO ISSUE NOTICES TO MEMBERS re AGM and Special General Meetings.
- 4 TO SEND/EMAIL CORRESPONDENCE (to Communications Officer for distribution to membership if required)  
General communication is the responsibility of the appropriate officer(s), but the Secretary may be involved with letters such as those to Members (information re meetings etc.), of liaison with the City & other bodies and on behalf of another Officer as requested.
- 5 TO MAINTAIN THE BYLAWS  
All changes to the Bylaws must be approved by vote of the Membership at the AGM.
- 6 TO MAINTAIN EXECUTIVE "JOB DESCRIPTIONS"  
From time to time, certainly in time for each AGM, this file (MSC Executive Job Descriptions 2017 - 2018) should be updated in co-operation with the Executive, in whole and severally. The information in this file is intended to be useful to incoming officers but has no precedence over MSC bylaws.
- 7 TO SUPERVISE PERMANENT RECORD KEEPING (CLUB OFFICE)  
The permanent records of the Club should all be held in the Club office. The Secretary should confirm from time to time that these records are in good order and advise the other Officers of the Executive of their responsibilities to provide documents appropriate to their Offices. Minutes of recent *Executive Meetings* should be available for ready consultation at subsequent meetings. Older minutes should be transferred to the appropriate binders in the office filing cabinets. Minutes of all *AGM's* and *Special General Meetings* should be kept in the appropriate binders in the office filing cabinet.
- 8 IN CONJUNCTION WITH THE COMMODORE, prepare and fill affiliation documents to be sent to the City with 60 days after AGM.

## MSC EXECUTIVE MANUAL - JOB DESCRIPTIONS

- 9 IN CONJUNCTION WITH THE COMMODORE, prepare/send letters to Peel Marine Police and City Parks to authorize trespass and other issues on our behalf (to be sent each year when the MSC docks go in – usually April).

### **AT MONTHLY EXECUTIVE MEETINGS**

#### **Minutes:**

Copies of the previous month's minutes should be emailed to all Executive members prior to the current Executive Meeting in preparation for approval of those minutes at the Meeting.

### **PREPARATION FOR ANNUAL GENERAL MEETINGS**

#### **Documents to be emailed prior to AGM:**

The *Notice* for the AGM must be sent out to all Senior (voting) Members to arrive at least two weeks in advance of the meeting. It should be accompanied by the necessary *Proxy Forms*, copies of the *Minutes of the previous AGM*, the *past year's audited accounts* and the *current year's budget*.

If changes in the Club Constitution are being proposed, copies of the amendment(s) should also be included in the email.

#### **Documents for distribution at the AGM:**

*Extra copies* of the above documents and copies of the Bylaws.

An up-to-date *Membership List* should be available for the use of the person charged with registering the attendance. For voting purposes, a *uniquely numbered slip* should be issued to each registered Member and to holders of each proxy, these numbers to be recorded on the register.

### **AT THE ANNUAL GENERAL MEETING**

The Secretary should present the minutes of the previous AGM and be prepared to answer any questions.

The Secretary should take notes and prepare the minutes of the current Meeting, even if a replacement Secretary is voted in during the course of the meeting.

# TREASURER

(TWO YEAR TERM)

## AFTER ANNUAL GENERAL MEETING

- 1 MEET WITH OUTGOING TREASURER TO MAINTAIN CONTINUITY AND TRANSFER BOOKS
- 2 REGISTER NEW SIGNING OFFICERS AT BANK
- 3 STORAGE AND MEMBERSHIP RENEWALS SHOULD HAVE BEEN ALREADY INVOICED (NOVEMBER) BY OUTGOING TREASURER.

## GENERAL DUTIES

- 1 TREASURER OR APPOINTED SUBSTITUTE MUST ATTEND ALL CLUB FUNCTIONS WHERE CASH IS COLLECTED
- 2 FREQUENTLY CLEAR CASH FROM REFRIGERATOR AND OFFICE
- 3 PAY REGULAR BILLS & GOV'T REMITTANCES IN TIMELY MANNER
- 4 TREASURER IS NOT EXPECTED TO ADVANCE CASH TO ANY MEMBER EXCEPT WITH EXECUTIVE APPROVAL
- 5 TREASURER TO EXERCISE VIGILANCE RE OVERDUE ACCOUNTS
- 6 KEEP OUR INSURANCE COVERAGE UP TO DATE
- 7 MAINTAIN LEGAL & FINANCIAL DOCUMENTS (LETTERS PATENT & SEAL, BANK RECORDS AND CHEQUES)
- 8 BE INVOLVED WITH AUDIT OF CLUB'S BOOKS AT YEAR-END AND PREPARE BUDGETS.
- 9 COMPLETE YEAR'S DOCUMENTS TO BE LABELLED AND DEPOSITED WITH EARLIER RECORDS IN CLUB OFFICE SOON AFTER AGM.
- 10 SUBMIT HST REPORTS TO RECEIVER GENERAL AS REQUIRED
- 11 MONITOR INVESTMENTS AND MAINTAIN INVESTMENT DOCUMENTS

## AT EACH EXECUTIVE MEETING

- 1 PRESENT UP-TO-DATE FINANCIAL FIGURES
- 2 ADVISE STATUS OF MEMBERSHIP FEE PAYMENTS
- 3 PRESENT EXPENSES FOR APPROVAL
- 4 BRING CHEQUES AND INVOICES OR EXPENSES TO PAY, FOR SECOND SIGNATURE AND SECOND REVIEW, BY AN MSC SIGNING AUTHORITY
- 5 OBTAIN FROM MEMBERSHIP OFFICER COPY OF ANY NEW MEMBERSHIP APPLICATION FORMS AND CORRESPONDING FEES (FOR INVOICING PURPOSES)
- 6 OBTAIN UPDATED YARD PLAN FROM SITE OFFICER IF NEEDED
- 7 AT APPROPRIATE TIMES PRESENT FINANCIAL SUMMARY OF RECENT CLUB EVENTS (e.g. REGATTAS)



## MSC EXECUTIVE MANUAL - JOB DESCRIPTIONS

### **AT ANNUAL GENERAL MEETING**

- 1 PRESENT AUDITED ACCOUNTS AND REPORT TO MEMBERSHIP ON YEAR'S ACTIVITY
- 2 PRESENT THE BUDGET PREVIOUSLY APPROVED BY EXECUTIVE AND ANSWER MEMBER QUESTIONS RE SAME.
- 3 PRESENT A MOTION TO APPROVE RECOMMENDED AUDITOR FOR THE NEXT FISCAL YEAR

### **IN JANUARY**

- 1 SUBMIT HST REPORT TO RECEIVER GENERAL
- 2 ADD LATE PAYMENT FEE TO ALL OVERDUE MEMBERSHIP INVOICES

### **IN APRIL**

- 1 UPDATE DETAILS (IF NECESSARY) FOR RENEWAL OF INSURANCE
- 2 SUBMIT HST REPORT TO RECEIVER GENERAL

### **IN JUNE**

- 1 WRITE OFF UNPAID MEMBERS AFTER EXECUTIVE DISCUSSION
- 2 PAY INSURANCE PREMIUM AFTER EXECUTIVE APPROVAL

### **IN JULY**

- 1 SUBMIT HST REPORT TO RECEIVER GENERAL

### **AFTER AUG. 1st**

- 1 ANY NEW MEMBERS NOW PAY 50% OF MEMBERSHIP FEE AND SUMMER STORAGE

### **OCT 31st**

- 1 END OF CLUB YEAR
- 2 DRAFT AUDIT TO BE READY BY JANUARY EXECUTIVE MEETING (NEED COPY OF YEAR'S EXECUTIVE MINUTES FOR AUDITORS)
- 3 PRESENT BUDGET FOR NEW CLUB YEAR FOR EXECUTIVE DISCUSSION

### **IN NOVEMBER**

- 1 INITIATE EXECUTIVE DISCUSSION RE ONTARIO SAILING ASSOCIATION AND CYA
- 2 INITIATE EXECUTIVE DISCUSSIONS RE MISSISSAUGA SPORTS COUNCIL (INCLUDING MSC REPRESENTATION AT THEIR SPORTS, CAMPS AND SHOWS)
- 3 ISSUE INVOICES FOR MEMBERSHIP, WINTER AND SUMMER STORAGE AND WORK HOURS FOR PREVIOUS SEASON

# **SAILING/RACE OFFICER**

(TWO YEAR TERM)

## **AFTER ANNUAL GENERAL MEETING**

- 1 MEET WITH OUTGOING OFFICER TO MAINTAIN CONTINUITY AND TRANSFER INFORMATION AFTER AGM

## **AT EACH EXECUTIVE MEETING**

- 1 REPORT ON EVENTS SCHEDULED AND COMPLETED THROUGHOUT THE YEAR
- 2 REPORT ANY DEFICIENCIES IN EQUIPMENT
- 3 ADVISE AS TO UPCOMING REGATTAS AND EVENTS

## **AT ANNUAL GENERAL MEETING**

PRESENT REPORT TO MEMBERSHIP AND ANSWER ANY QUESTIONS

## **PRIOR TO AGM**

PREPARE AWARDS FOR PRESENTATION AT AGM

## **GENERAL DUTIES**

(ITEMS MAY BE DELEGATED THROUGH FORGIVABLE MAINTENANCE PLAN)

- 1 PROMOTE SAFETY AT ALL TIMES
- 2 CONFIRM THAT RACING EQUIPMENT (BOATS, FLAGS, BUOYS AND INFLATOR, HORNS, FORMS, CLIPBOARDS, ETC.) IS ALWAYS READY FOR USE AND THAT MEMBERS ARE APPROVED TO OPERATE CLUB BOATS.
- 3 CONFIRM ADEQUATE SUPPLY OF FUEL IN STORAGE LOCKERS
- 4 CONFIRM THAT MEMBERS SCHEDULED FOR DUTY ARE PRESENT
- 5 CONFIRM THAT RACING INSTRUCTIONS, RADIOS, ETC. & NECESSARY PERSONNEL ARE AVAILABLE FOR SPECIAL EVENTS AS REQUIRED
- 6 INSPECT AND MAINTAIN BOATS AND MOTORS (INCL WINTERIZING)
- 7 RECORD AND POST RACE RESULTS IN A TIMELY MANNER
- 8 PURCHASE AND PREPARE AWARDS FOR REGATTAS & CLUB RACES
- 9 PROMOTE TRAINING OF FUTURE RACE OFFICERS
- 10 PROMOTE MEMBER RACING INSTRUCTION
- 11 RESPONSIBLE FOR OPERATION, MAINTENANCE OF CLUB RADIO EQUIPMENT. ORGANIZE MEMBER INSTRUCTION WHEN REQUESTED.
- 12 PROVIDE COMMUNICATIONS OFFICER WITH CURRENT INFORMATION

## MSC EXECUTIVE MANUAL - JOB DESCRIPTIONS

### **IN JANUARY**

START TO PLAN RACING & REGATTA SCHEDULE AND OTHER EVENTS FOR THE SEASON. ORGANIZE SENIOR MEMBERS SIGN-UP FOR RACE DUTY AT AGM.

### **IN FEBRUARY**

PRESENT PRELIMINARY RACING SCHEDULE TO EXECUTIVE.

### **IN APRIL**

PRESENT FINAL RACING & REGATTA SCHEDULE TO EXECUTIVE AND PUBLISH IN UPCOMING NEWSLETTER/WEBSITE.  
CHECK THAT COMMITTEE BOATS AND EQUIPMENT ARE READY FOR USE

### **IN MAY**

RACE OFFICER'S ROSTER SHOULD BE FINALIZED AND PUBLISHED BY MID-MAY.  
APPOINT AND ASSIST SAFETY OFFICER IN CHECKING ALL MEMBER BOATS AND REQUIRED SAFETY EQUIPMENT FOR SEA-WORTHINESS.

### **IN JUNE**

SAILPAST – ON-WATER REQUIREMENTS

### **MAY – OCTOBER**

MONITOR RACE PROGRAM AND REGATTAS. MAKE CHANGES AS NEEDED.

### **IN NOVEMBER**

FINALIZE RECORDS OF SEASON'S RACING ACTIVITIES IN READINESS FOR PRESENTATION OF AWARDS AT AGM.  
WINTERIZE CLUB BOATS, MOTORS & OTHER EQUIPMENT.

# MEMBERSHIP OFFICER

(TWO YEAR TERM)

## AFTER ANNUAL GENERAL MEETING

- 1 MEET WITH OUTGOING OFFICER TO MAINTAIN CONTINUITY AND OBTAIN UP-TO-DATE MEMBERSHIP LIST
- 2 CONFIRM WITH OUTGOING OFFICER THAT PREVIOUS YEAR'S RECORDS ARE COMPLETE AND FILED IN OFFICE

## GENERAL DUTIES

- 1 MONITOR EMAIL AND COLLECT MESSAGES FROM BELL VOICEMAIL WEEKLY AND RESPOND (*OR DELEGATE FOR WORK HOURS*)
- 2 MAINTAIN SUPPLY OF BLANK MEMBERSHIP FORMS
- 3 COLLECT COMPLETED FORMS, APPROPRIATE FEES AND PROOF OF INSURANCE FROM NEW MEMBERS FOR FURTHERANCE TO TREASURER.
- 4 UPDATE CLUB MEMBERSHIP LIST WITH ALL NEW INFORMATION (ADDRESS, PHONE NUMBER, BOAT TYPE & SPACE ETC.) AND PROVIDE UPDATED LISTS TO OTHER EXECUTIVE MEMBERS.
- 5 AFTER RECEIPT OF PAYMENTS, INCLUDING INITIATION FEE, GIVE OR EMAIL NEW SENIOR MEMBER **WELCOMING PACKAGE** WHICH SHOULD INCLUDE:

- Welcoming letter from the Commodore
- Information sheet on the Club
- Names and contact information of Club Officers
- Copy of Club Bylaws
- Information on responsibilities and opportunities under the Forgivable Maintenance Plan
- Membership Card
- General Entry Codes to Clubhouse and Compound
- Information on and restrictions on use of:
  - Clubhouse*, including security system and Member's Personal Security Number
  - Compound Etiquette*, including storage and safety tips and security procedures [\NOTICES\YARD1]
  - On-Water Safety* at Club Events [\NOTICES\WATER]
- Information on racing program, scheduled regattas & racing events

## AT EACH EXECUTIVE MEETING

- 1 PRESENT NAMES OF NEW MEMBERS FOR APPROVAL BY EXECUTIVE.
- 2 OBTAIN COMMODORE'S SIGNATURE ON LETTERS OF WELCOME FOR EACH NEW MEMBER.

MSC EXECUTIVE MANUAL - JOB DESCRIPTIONS

- 3 DISTRIBUTE UPDATED MEMBERSHIP LIST TO EXECUTIVE.
- 4 MEMBERSHIP RECORDS TO BE KEPT CURRENT AND EMAILED TO EXECUTIVE WHEN REQUIRED.

**AT ANNUAL GENERAL MEETING**

PRESENT REPORT OF YEAR'S MEMBERSHIP ACTIVITY AND BE PREPARED TO ANSWER MEMBER QUESTIONS.

# **FACILITIES OFFICER**

(TWO YEAR TERM)

## **AFTER ANNUAL GENERAL MEETING**

- 1 MEET WITH OUTGOING OFFICER TO MAINTAIN CONTINUITY AND TRANSFER INFORMATION AFTER AGM.
- 2 CONFIRM WITH OUTGOING OFFICER THAT YARD PLAN IS CURRENT.
- 3 CONFIRM THAT CLUB RECORDS ARE ADEQUATE FOR EMERGENCIES AND CONTINUING OPERATIONS.

## **AT EACH EXECUTIVE MEETING**

- 1 REPORT ON DAMAGE OR PROBLEMS SINCE PREVIOUS MEETING.
- 2 REPORT ON STATUS OF ONGOING PROJECTS.

## **AT ANNUAL GENERAL MEETING**

PRESENT REPORT TO MEMBERSHIP AND ANSWER ANY QUESTIONS.

## **GENERAL DUTIES**

(ITEMS MAY BE DELEGATED THROUGH FORGIVABLE MAINTENANCE PLAN)

- 1 FREQUENT INSPECTION OF YARD FOR ADEQUATE SECURITY OF BOATS AND OTHER PROPERTY (INCL. GARAGE AND FUEL STORAGE BOX).
- 2 INSURE THAT ALL BOATS ARE PROPERLY IDENTIFIED AND ASSIST NEW MEMBERS TO CONFORM TO "**YARD ETIQUETTE**".
- 3 REGULARLY INSPECT YARD FOR CONTROL OF GARBAGE AND WEEDS
- 4 REGULARLY INSPECT BUILDINGS/YARD/COMPOUND AND ADVISE EXECUTIVE OF ANY DEFICIENCIES.
- 5 IN CONJUNCTION WITH THE CITY AS PER MAINTENANCE AGREEMENT, ARRANGE PROFESSIONAL SERVICES REQUIRED FOR MAINTENANCE OF SITE AND BUILDING.
- 6 SET UP ANNUAL CHECK RE FIRE EXTINGUISHERS AND CHECK BATTERY IN DEFIB MACHINE. REPLACE BATTERIES IN SMOKE DETECTORS ANNUALLY.
- 7 AT DIRECTION OF EXECUTIVE, ARRANGE FOR LOCKSMITH TO CHANGE DOOR LOCK COMBINATIONS AND THEN UPDATE CITY SECURITY WITH NEW CODES.
- 8 PURCHASE MATERIAL REQUIRED FOR APPROVED PROGRAMS.
- 9 ENSURE SUPPLY OF SANITARY AND CLEANING SUPPLIES (delegate).
- 10 ASSIGN MEMBER HOURS FOR WORK PERFORMED.

## MSC EXECUTIVE MANUAL - JOB DESCRIPTIONS

### **PRIOR TO SEASON**

(ITEMS MAY BE DELEGATED THROUGH FORGIVABLE MAINTENANCE PLAN)

#### **April/May**

ORGANIZE AND PUBLICIZE WORK PARTY FOR REPAIRS, CLEANING AND INSTALLATION OF DOCKS AND SITE CLEAN-UP AS EARLY AS POSSIBLE.

### **END OF SEASON**

#### **October**

- 1 ORGANIZE AND PUBLICIZE WORK PARTY FOR REMOVAL & STORAGE OF CLUB DOCKS AND CLEANUP OF SITE.
- 2 ORGANIZE RECORDS FOR EASY TRANSMITTAL TO INCOMING OFFICER.

# COMMUNICATIONS OFFICER

(TWO YEAR TERM)

MEET WITH OUTGOING OFFICER TO MAINTAIN CONTINUITY AND TRANSFER INFORMATION AFTER AGM

## **GENERAL DUTIES**

TO PUBLISH AND DISTRIBUTE NEWSLETTERS AND NOTICES IN A TIMELY MANNER AT REGULAR INTERVALS AS DIRECTED BY THE EXECUTIVE.

*(THE NEWSLETTER WILL INFORM RE CLUB EVENTS AND PROMOTE CLUB POLICIES.)*

TO EMAIL ONLY NOTICES FROM MEMBERS TO MEMBERSHIP THAT PERTAIN TO SAILING AND SAILING ACCESSORIES, OR ACTIVITIES THAT AFFECT MEMBERS AND ARE IN THE BEST INTERESTS OF THE CLUB. (No outside events should be advertised either on the website or through email distributions.)

TO PARTICIPATE IN EXECUTIVE MEETINGS.

TO REPORT TO THE MEMBERSHIP AT THE AGM AND BE PREPARED TO ANSWER THEIR QUESTIONS.

## **SUPERVISE CLUB WEBSITE**

MAKE SURE THAT INFORMATION IS CURRENT (DELETE OLD INFORMATION AND IF NECESSARY, MAKE AN EXTERNAL COPY TO BE PLACED IN OFFICE FOR ANY OLD INFORMATION THAT MIGHT NEED TO BE ACCESSED IN THE FUTURE) AND MAINTAIN RECORDS AND DOCUMENTS THEREON. ARRANGE FOR EXTERNAL BACKUPS OF CLUB COMPUTER ON A REGULAR BASIS.

OVERSEE WEB DOMAIN.



# **SOCIAL OFFICER**

(TWO YEAR TERM)

MEET WITH OUTGOING OFFICER TO MAINTAIN CONTINUITY AND TRANSFER INFORMATION AFTER AGM

## **GENERAL DUTIES**

(ITEMS MAY BE DELEGATED THROUGH FORGIVABLE MAINTENANCE PLAN)

- 1 TO PARTICIPATE IN MONTHLY EXECUTIVE MEETINGS AND ADVISE AS TO THE PLANNING OF SOCIAL EVENTS FOR THE YEAR.
- 2 TO BE INVOLVED IN RUNNING CLUB EVENTS, WHEN FOOD OR CATERING IS INVOLVED. ORGANIZATION OF SAILPAST IS MANDATORY.
- 3 ORGANIZE COMMITTEES TO STAFF SCHEDULED EVENTS (IN CONJUNCTION WITH THE FORGIVABLE MAINTENANCE PROGRAMME). SOCIAL DIRECTOR ALSO OVERSEES THE INTERNAL CLUBHOUSE COMMITTEE. INTERNAL CLUBHOUSE CONSISTS OF THE FOLLOWING POSITIONS:
  - CLUBHOUSE MONITOR (oversees Clubhouse operations, including cleaning staff and buyers)
  - SUPPLY BUYER (Clubhouse and office supplies)
  - FOOD BUYER (for race night BBQ's, Sailor's Gatherings, and any other events as requested by Social Officer)
  - POP/WATER BUYER
  - LIBRARIAN (See page 19)
- 4 ACTIVELY PROMOTE SOCIAL EVENTS TO THE MEMBERSHIP THROUGH NOTICES IN THE NEWSLETTER (VIA COMMUNICATIONS OFFICER).
- 5 THE SOCIAL DIRECTOR NEEDS TO HAVE A REPRESENTATIVE IF THE SOCIAL DIRECTOR CANNOT ATTEND AN EVENT, BUT EVERYTHING SHOULD BE ORGANIZED BY THE SOCIAL DIRECTOR AND HIS/HER COMMITTEE.
- 6 TO REPORT TO THE MEMBERSHIP AT THE AGM AND BE PREPARED TO ANSWER THEIR QUESTIONS.

**January (AGM)**

Present report on last year's activities.

**SAILORS' GATHERINGS** – ***OVERSEE ONLY*** AS ALL WORK NOW IS ORGANIZED BY GARY McILROY AND HIS COMMITTEE, INCLUDING PURCHASE OF FOOD AND PREP, COOKING AND CLEAN-UP CREWS.

**SOCIAL COMMITTEE**

Sailpast is mandatory and the date is decided by the Commodore in conjunction with the Executive (always early in June to kick off sailing season). Other events are at the discretion of the Social Officer and his/her committee. (Some things which have been done in the past are Family Day and New Members' Day which could be done in conjunction with Sailpast, movie nights and Halloween party.)

**February**

DISCUSS PRELIMINARY SOCIAL CALENDAR FOR ENTIRE YEAR (IN CONJUNCTION WITH RACE OFFICER) AT THE FIRST EXECUTIVE MEETING AFTER AGM.

**March**

PRESENT SOCIAL CALENDAR FOR YEAR FOR EXECUTIVE APPROVAL AND MAKE SURE WEBMASTER PUTS IT ON THE WEBSITE.

**April**

ENSURE THAT EVERYTHING IS READY FOR THE SAILING SEASON AND THE WEBSITE IS ACCURATE. THE SOCIAL EVENTS SHOULD BE PLANNED AS MUCH AS POSSIBLE BY NOW SO THAT EVERYONE CAN ENJOY THE SAILING SEASON.

**June - Sailpast**

**May-Oct.** - **ENJOY THE SAILING SEASON!**

**Nov-Dec**

THE EXECUTIVE PLANS FOR THE AGM IN JANUARY.

## **LIBRARIAN-ARCHIVIST**

(Non-Executive position)

**MAINTAIN CLUB'S LIBRARY OF BOOKS, PERIODICALS IN CLUBROOM BOOKCASE FOR IN-HOUSE USE AND LOAN-OUT.**

- 1 KEEP RECORDS OF LIBRARY STOCK AND RECORD/MONITOR LOANS OF LIBRARY MATERIALS TO MEMBERS.
- 2 KEEP LIBRARY TIDY AND DISPOSE OF OUTDATED MATERIAL.
- 3 PURCHASE ITEMS FOR LIBRARY ON EXECUTIVE DIRECTION ONLY.
- 4 PROMOTE LIBRARY AS NAUTICAL EDUCATION / INFORMATION RESOURCE.
- 5 REPORT TO SOCIAL OFFICER.

## **CLUBHOUSE MONITOR**

(Non-Executive position)

MAINTAIN THE CLUBHOUSE IN GOOD WORKING ORDER, WHICH INCLUDES KEEPING FRIDGES (Clubhouse and Garage), FREEZER (in garage) AND CUPBOARDS IN KITCHEN AND WASHROOMS CLEAN AND PROPERLY STOCKED (in conjunction with Stock Buyer).

- 1 CORRECT AND/OR REPORT UNSANITARY CONDITIONS (e.g. spills, overflowing garbage cans).
- 2 REPORT ANY DEFICIENCIES OR REPAIRS NEEDED TO FACILITIES.
- 3 ADVISE STOCK BUYER AND POP/WATER BUYER AS TO NEEDS VIA CLIPBOARD IN KITCHEN. (Members can add to this list at any time that it is noticed that supplies are running low or are needed.)
- 4 CHECK NOTICE BOARDS FOR OUTDATED OR IRRELEVANT POSTINGS AND REMOVE.
- 5 MONITOR TO WORK WITH ORGANIZERS OF SPECIAL EVENTS FOR ANY REQUIREMENTS PRIOR TO THOSE EVENTS.

## **STOCK BUYER**

(Non-Executive position)

RESPONSIBLE FOR PURCHASING FOOD AND SUPPLIES AS REQUIRED FROM CLUBHOUSE LIST (in conjunction with Clubhouse Monitor and Social Officer) AND, POTENTIALLY, FOOD FOR SAILORS' GATHERINGS BREAKFASTS AND RACE NIGHT BBQ'S. REGATTA ORGANIZERS ARE REQUIRED TO MAKE THEIR OWN ARRANGEMENTS FOR FOOD PURCHASES.

# **PUBLICITY OFFICER**

## **(Non-Executive position)**

### **INFORMATION TO MEMBERS**

Co-operate with the Sailing Officer, Communications Officer and Social Officer in preparation of publicity for special Sailing and Social events, e.g. announcements for noticeboards and Newsletters.

### **INFORMATION TO COMMUNITY MEDIA**

- 1 THE MISSISSAUGA NEWS  
News of Community Interest  
Listings in "WHEN & WHERE" (905-273-8126)
- 2 THE MISSISSAUGA BOOSTER  
News of Community Interest.  
Listings in "COMMUNITY CALENDAR" (905-890-4606 ext 35).
- 3 CABLE TV and RADIO STATIONS.

### **OTHER PUBLICITY MATERIAL**

- 1 UPDATE CLUB BROCHURE(S) AND OTHER INFORMATION SHEETS FROM TIME TO TIME AND AT EXECUTIVE DIRECTION.
- 2 PREPARE COPY FOR CITY RECREATION & PARKS BROCHURE "**ACTIVE MISSISSAUGA**".
  - a) FALL and WINTER.
  - b) SPRING and SUMMER.

### **LIAISON WITH ORGANIZATIONS**

- 1 CITY OF MISSISSAUGA through Marina Manager (905-615-4870).
- 2 INITIATE EXECUTIVE RESPONSE TO OSA/CYA CORRESPONDANCE:  
CLUB MEMBERSHIPS IN OSA.  
CLUB INFORMATION IN OSA/CYA PUBLICATIONS.  
(List of Sailing Clubs, List of Club events, etc.).  
CLUB PARTICIPATION IN OSA/CYA EVENTS.
- 3 INITIATE EXECUTIVE RESPONSE TO MISSISSAUGA SPORTS COUNCIL (BOOTH IN SQUARE ONE SPORTS SHOW, update info. etc)
- 4 INITIATE CLUB RESPONSE TO MISSISSAUGA MARATHON
- 5 CLUB INFO TO MARINE & COMMUNITY POLICE (PORT CREDIT). Tel: 905-456-5840, Fax: 905-271-3320 to maintain presence.

### **RESPOND TO OUTSIDE REQUESTS FOR PUBLICITY**

(WATERFRONT TRAIL, TOURIST ORGANIZATIONS, ETC.).

**APPENDIX "A"**

**SCHEDULED EXECUTIVE DUTIES**

**ANNUAL GENERAL MEETING**

AGM held by end of January as required by Bylaws.

SECRETARY to send notice of AGM via Communications Officer to all Senior Members at least two weeks ahead. (To include Notice of Meeting, Agenda, Proxy forms, Minutes of previous AGM, copy of audited accounts, Budget, list of offices to be filled and any already declared candidates. Information on proposed business, such as amendments to Bylaws, fee changes, should also be included).

TREASURER to have acquired the audited accounts and budget for acceptance at AGM.

ALL OFFICERS to have prepared reports for presentation at AGM.

**EXECUTIVE MEETINGS**

SECRETARY to present minutes of previous meeting; produce Agenda in conjunction with COMMODORE covering items noted below, unfinished or pending business and any additional business.

TREASURER to present current bills for approval and statement of income and expenses and report on payment of Membership and Storage fees and monitor operation of Forgivable Maintenance Program.

MEMBERSHIP OFFICER to present for approval the application forms for New Members and obtain Commodore's signature to letters of welcome and present up-dated Membership List as changes occur.

FACILITIES OFFICER to present an up-dated yard plan and status report on ongoing projects or upcoming projects.

SAILING OFFICER to report on racing activity.

COMMUNICATIONS OFFICER to report on status of newsletters and notices and coordinate publication with scheduled events.

**JANUARY**

COMMODORE to confirm that all preparations for the AGM have been satisfactorily completed by the Executive.

COMMODORE to confirm that all Executive members are prepared to transfer current business to their successors.

TREASURER to submit report to Ministry of Consumers' and Corporate Affairs.

## MSC EXECUTIVE MANUAL - JOB DESCRIPTIONS

### **FEBRUARY**

EXECUTIVE should discuss plans and schedules for the new season (including Social Activities and Forgivable Maintenance).

COMMODORE should confirm that records and other information have been transferred to the New Executive to ensure continuity.

### **MARCH**

RACING OFFICER to present plans for season's racing programme for discussion and approval.

FACILITIES OFFICER to prepare for installation of Club Docks (repair, clean)

### **APRIL**

TREASURER to review Club insurance.

COMMODORE/SECRETARY to send letters to Peel Marine Police and City Parks.

SAILING OFFICER to present final Racing and Regatta Schedule for publication in newsletter.

EXECUTIVES to discuss and formalize plans for Sailpast.

FACILITIES OFFICER to organize installation of docks & site cleanup.

### **MAY**

SAILING OFFICER to publish race duty roster.

EXECUTIVES to finalize plans for Sailpast.

### **JUNE**

TREASURER to write off unpaid Members (list to Executive) and pay Club insurance after Executive approval

### **OCTOBER**

FACILITIES OFFICER to organize work-party for removal of docks and site clean-up. Coordinate with City and to winterize Club property.

SAILING OFFICER to winterize boats and motors.

### **NOVEMBER**

TREASURER to close books for audit, present Budget for next year to Executive and issue invoices for year's membership, storage and outstanding Maintenance hours.

FACILITIES OFFICER to request that all Members make their boats ready for winter storage.

### **DECEMBER**

ALL OFFICERS: Reports for the AGM to be presented at the Executive meeting for prior discussion.

TREASURER to send books for audit.

SAILING OFFICER to finalize all racing records