

Proposals for the KSSA Organisational Framework / Committee Personnel & their Roles

Some positions will require attendance at committee meetings, others can be desk based / workshop roles.

The Commodore

Preparation of the Annual Report & AGM presentation

Liaison with RYA Regional Officers - Paul Wren & Andy Hopper

Contact with the RYA SE region including attendance at the occasional regional meeting

Lead the KSSA Executive Committee

The Vice Commodore

- ideally prior to holding Commodore role

Oversee the CRB monitoring of KSSA assistants

Development of Service ideas & KSSA promotional merchandise - with the help of a Sub Group Fundraiser - seeking grant aid - with the help of a Sub Group

Deputise for the KSSA Commodore

The Rear Commodore

- ideally following holding Commodore role

Storage / preparation of the KSSA photographic display

Preparation of promotional material / articles

Be available to assist / support the Commodore

The General Secretary - Committee's

Production of Agendas for Executive Committee Meetings, AGM and SGM

Recording Executive Committee Meetings, writing minutes and sending out via email both for Executive Committee Meetings, AGM and SGM

Collate, report and respond to official correspondence

Coordinate with Whitstable YC for agreement on dates for Executive Committee Meeting dates

Coordinate with Kent CC for invitation of Chairman of KCC to KSSA Regatta for presentation of Chairman's Cup

Coordinate with Flag Officers (in particular Commodore) & Executive Committee Members

Store electronic & hard copies of minutes, agendas and other printed paperwork.

The Treasurer

All money matters including budgetary planning

The Membership Secretary

Maintenance of the Membership database including an email contact list

Despatch of bulk emails to the membership

Preparation of the master-sheet from the Pre-entry forms for events

Production of Individual entry forms from the master sheet

Preparation of blank entry forms

Preparation of the Event Master Sheet

The Programme Co-ordinator

Compilation of the forthcoming annual fixture list and outline negotiation of the events with the host clubs including the link with Kings School re Team Racing

Production of annual promotional leaflet for the year's events - in conjunction with the Vice Commodore

Liaison with the KSSA Racing Coaches

Co-ordinate the Event Co-ordinators - 1 per event

Draft KSSA weekly countdown email and distribute via Membership Secretary / Webmaster

The KSSA Team Manager

Complete and post entries for all events

Coordinate teams, liaise with parents, chase Parental Forms and money

Book accommodation and arrange additional transport as required

Liaise with KSSA Treasurer on payment of bills and balance the books

Arrange additional training outside KSSA's program (like keel boats)

Arrange Male and Female helpers as per NSSA guidelines

Liaise with host Clubs and expand network of contacts

Liaise with NSSA and expand network of contacts

Take the Team

Appoint an Assistant Team Manager - organise Team Clothing

The Youth Representative Role

Liaison between sailors & committee's

The KSSA Bosun

Management of the MSC Topper & Laser Rigs for loan

Maintenance of the mobile equipment especially training marks & racing marks

Liaison with Downs SC and maintenance work with-regard to our shared RIBs

The Principal of the KSSA RYA Recognised Training Centre

Maintain register & liaise with people able to be the First Aider at an event

Oversight / maintain of the Event Safety policy & our adherence to it

Liaison with the RYA Training in the maintenance of our RYA Training Centre recognition

The KSSA Records Officer / Historian

Oversight of the KSSA Trophy Record including restoration / re-conditioning work when necessary

Production of the results for the Maidstone SC Memorial Trophy

The Webmaster

Receive Event Results from the Event Co-ordinators for the Website

Manage the Website - design / update / refresh content

Offer Committee support in the preparation/design/presentation of website material

Extra Committee Members

Position to involve senior association / committee member

Position to involve new members to association activity