

# THE PLIMMERTON BOATING CLUB INC

## Job Specifications for Elected/Seconded Members of the Main Committee

Position	Commodore	Vice Commodore (Power)	Vice Commodore (Sailing)	Treasurer	Rear Commodore (House)	Planning Officer
Reporting to	Club members	Commodore	Commodore	Main Committee	Commodore	Main Committee
Member of	Main Committee Support Committees (ex officio)	Main Committee Support Committee (Power)	Main Committee Support Committee (Sailing)	Main Committee	Main Committee Support Committee (House)	Main Committee
Chairman of	Main Committee	Support Committee (Power)	Support Committee (Sailing)		Support Committee (House)	
Responsible for	All club matters	The members of the Support Committee (Power)	The members of the Support Committee (Sailing)	Overall financial management of the club	The members of the Support Committee (House)	Co-ordination of Strategic Plan and Special Projects as determined by the Main Committee
Duties include	<p>To protect and promote the club's interests and to carry out such duties as may be prescribed by the Club Rules</p> <p>To ensure club members are provided with an efficient food and beverage service</p> <p style="text-align: center;"><b>Skills</b></p> <p>Leadership skills. Strategic thinker. Ability to delegate and co-ordinate. Advocate of the club. Excellent communicator. Team player who can harness support of club members.</p>	<p>To direct the organisation of the power boating and fishing activities of the club.</p> <p>To co-operate with the Vice Commodore (Sailing) to ensure annual fishing competitions do not clash with the sailing programme.</p> <p>To co-operate and assist the Coaching Officer in running all fishing and power boat training.</p> <p>To liaise with other boating clubs in the region, visiting such clubs as may be required.</p> <p>To represent the Support Committee (Power) at Main Committee meetings.</p> <p>To chair the Main Committee meetings in the absence of the Commodore.</p>	<p>To direct the organisation of the sailing activities of the club.</p> <p>To co-operate with the Vice Commodore (Power) to ensure annual fishing competitions do not clash with the sailing programme.</p> <p>To co-operate and assist the Coaching Officer in running all sailing training.</p> <p>To liaise with other boating clubs in the region, visiting such clubs as may be required.</p> <p>To represent the Support Committee (Sailing) at Main Committee meetings.</p> <p>To chair the Main Committee meetings in the absence of the Commodore.</p>	<p>The independent review of the monthly, periodic and annual financial statements prepared by the Secretary/Manager.</p> <p>Provide advice on financial management to the Secretary/Manager when required.</p> <p>Act as advisor on financial management to the Main Committee.</p>	<p>To direct the house activities of the club.</p> <p>To liaise with the Secretary/Manager and other committee members with regard to social activities.</p> <p>To represent the Support Committee (House) at Main Committee meetings.</p> <p>To form &amp; Chair a Social Committee as required</p>	<p>Co-ordination of review of Strategic Plan.</p> <p>Planning, co-ordination and supervision of Special Projects as determined by the Main Committee.</p> <p>Liaise with Support Committees for Special Projects</p>

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### Job Specifications for Elected / Seconded Members of the Support Committees

Position	General Committee Sailing Academy Officer	General Committee	General Committee	General Committee	General Committee
Reporting to	Vice Commodore (Sailing)				
Member of	Main Committee	Main Committee	Main Committee	Main Committee	Main Committee
Responsible for	Sailing Academy				
Duties include	<p>To direct the organisation of the Sailing Academy activities of the club.</p> <p>To co-operate with the Vice Commodore (Power) to ensure annual fishing competitions do not clash with the Sailing Academy programme.</p> <p>To co-operate and assist the Coaching Officer in running all sailing training.</p> <p>To liaise with other boating clubs in the region, visiting such clubs as may be required.</p> <p>To represent the Sailing Academy at Support Committee (Sailing) Committee meetings.</p> <p>To chair the Support Committee (Sailing) Committee meetings.</p> <p>in the absence of the Vice Commodore (Sailing).</p>				