

**MALAHIDE
YACHT CLUB**

**Standard Operating Procedure
Club Officers & Committee**

Ownership & Applicability

Person responsible for update of this procedure:	Commodore
Responsible for Activity:	Committee
Applicable to:	Club Officers & Committees

Approval

Drafted / Revised	Approved	Revision	Effective from
Ciaran O'Reilly	Colm Wynne	Rev 1	1 Jan 2022

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

1. Committee and sub groups

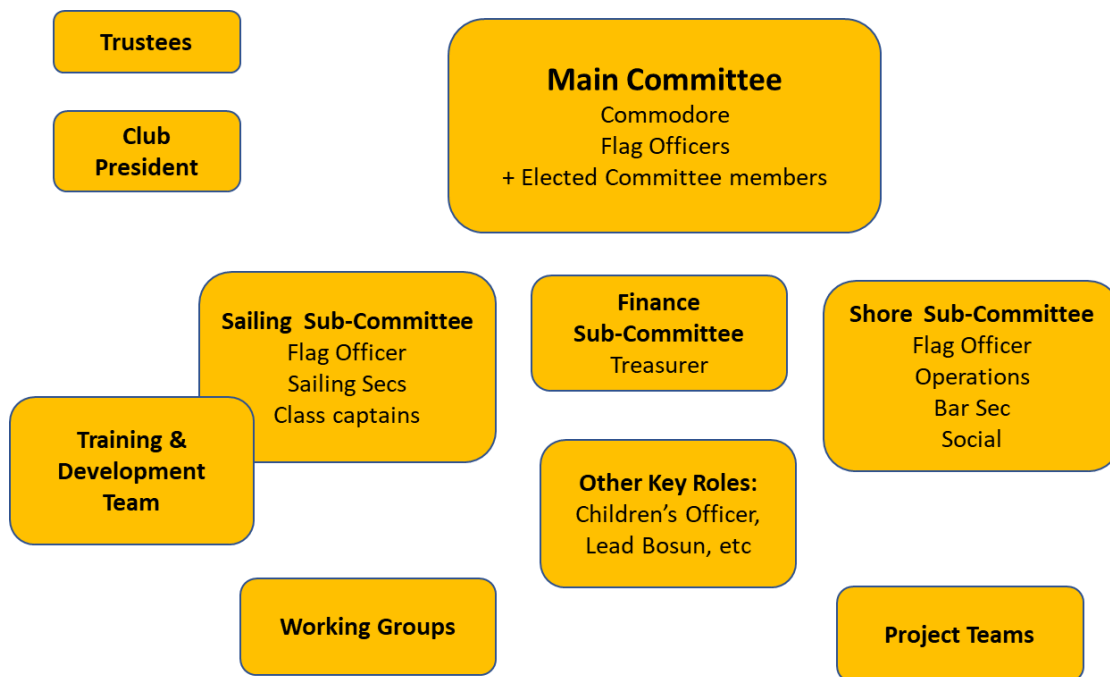
The overall structure of the committee is as represented by the schematic below.

The main committee (limited to 16 under club rules) will focus primarily on:

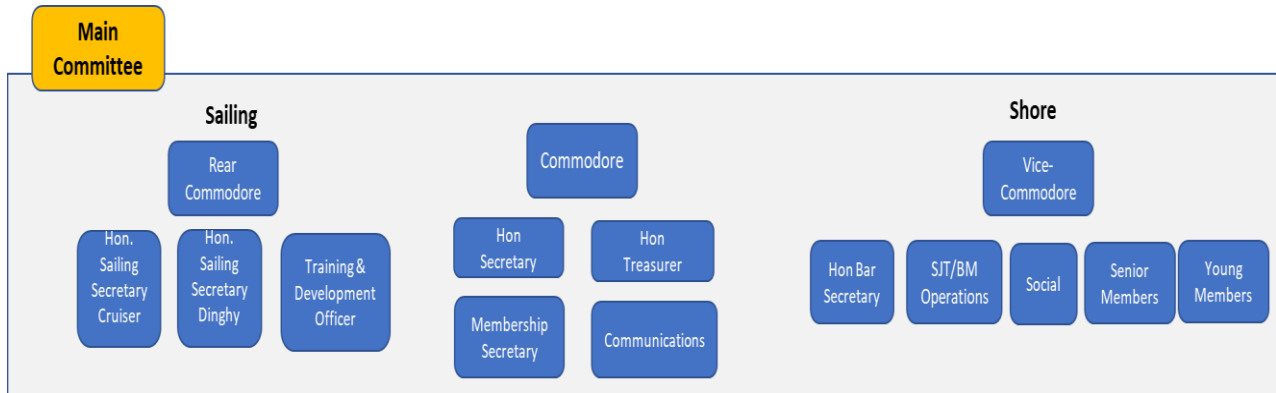
- Correspondence; Finance ; Membership ; Operations; Sailing
- Upcoming events preparation/Calendar alignment
- Management of escalated issues
- Submissions of proposals for support / decision
- Strategic Development

The sub committees (Sailing & Shore) will be led by agree flag officers and will include appropriate committee members as well as other non-committee role holders.

From time to time working groups and project teams will be formed for specific purposes and other club members actively encouraged to participate.



The main committee is currently made up of the following roles. However this is at the discretion of the incoming committee if certain roles need to be redefined.



Typically meets monthly on 2nd Monday of month (minimum of 6 meetings a year)

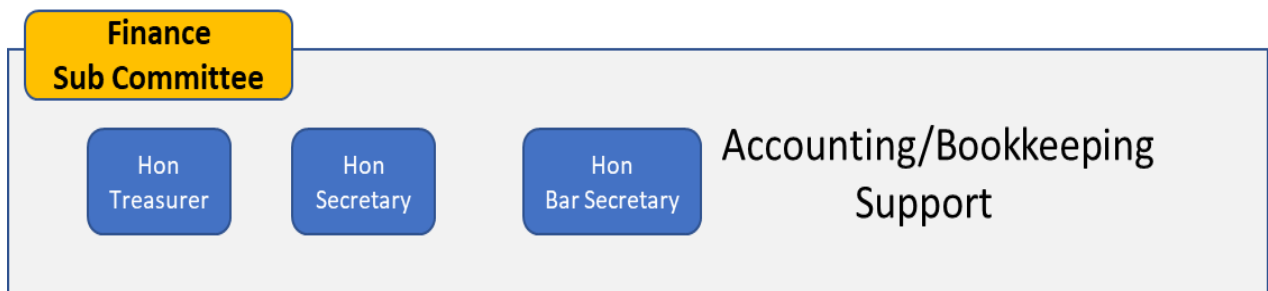
Meets in person with online attendance as an option as circumstances dictate

Standard Agenda:

- Correspondence; Finance ; Membership ; Operations; Sailing
- Upcoming events preparation/Calendar
- Management of escalated issues
- Submissions of proposals for support / decision
- Strategic Development

Quarterly Reports/attendance from other key roles: (Class Captain, Children’s Officer, Bosun, etc)

Invited attendees/observers when dealing with specific areas of concern



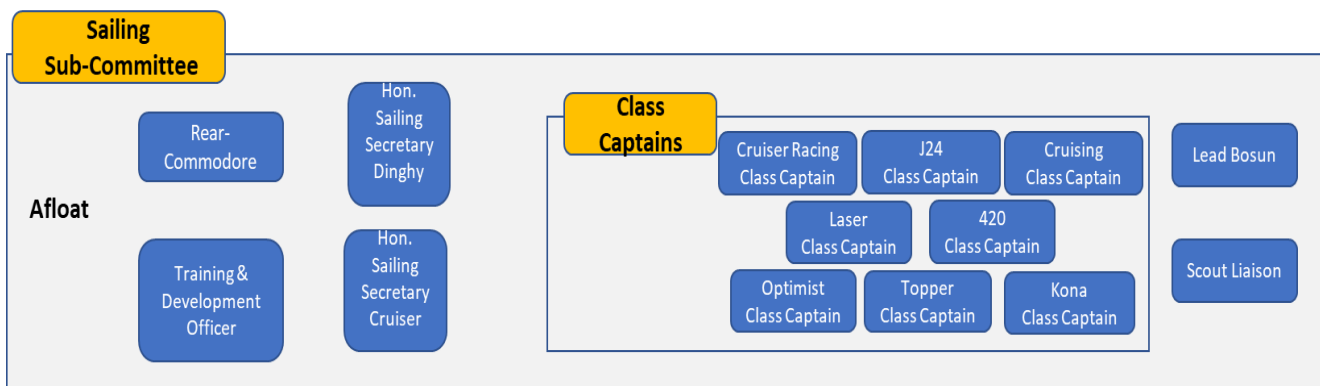
Meets monthly within week before main committee

Meets in person with online attendance as an option as circumstances dictate

Standard Agenda:

- Monthly finance Report
- Bar Report
- Course Revenue
- Other Revenue Streams
- Escalations

Invited attendees when dealing with specific areas of concern



Meets monthly within week before main committee

Standard Agenda:

- Class Captain updates
- Calendar of sailing events
- Regattas / open events / external events planning
- Training / instructor training / developmental training
- Submissions or Issues to be escalated to main committee

The sailing secretaries will meet regularly and informally with respective class captains to focus on needs of upper and lower estuary sailing.



Meets monthly within week before main committee

Meets in person with online attendance as an option as circumstances dictate

Sub-Committee members do not need to be also members of main committee

Standard Agenda:

- SJT, BM, Operations updates
- Boat pen management
- Calendar of events (Social & Sailing)
- Preventative Maintenance
- Processes & Procedures
- Submissions or Issues to be escalated

2. Roles & Responsibilities

All members who take on a role of responsibility within the club do so as unpaid volunteers. As such the following descriptions of roles are aimed as a guide to inform the role holder of what may be expected. They are not '*Job Descriptions*' as would be defined in a professional capacity.

Commodore

To provide leadership for all aspects of club operation with ultimate decision making responsibility and accountability.

Responsibilities:

- Establish and chair the "Main Committee"
- Identify, invite and develop new committee members
- Main focus on financial management, membership development, external matters affecting club, new initiatives and strategic development
- Supporting and oversight on various sub-committees and working groups.
- Facilitate and finalise decisions in a timely manner

Vice-Commodore

To provide leadership to the shore based aspect managing of club buildings and operations.
To act as part of the senior leadership team with the Rear Commodore in support of the Commodore.

Responsibilities:

- Establish and chair the "Shore Sub-Committee"
- Escalate and report to the main committee as required
- To identify and encourage club members to volunteer for support roles in smooth running of club houses, club assets and operations.
- To develop annual budget for ongoing operation & maintenance of club premises

Rear Commodore

To provide leadership to the water based aspects of club activities.
To act as part of the senior leadership team with the Vice-Commodore in support of the Commodore.

Responsibilities:

- Establish and chair the "Sailing Sub-Committee"
- Escalate and report to the main committee as required
- To identify and encourage club members to volunteer for support roles in smooth running of sailing calendars, events and activities
- To promote development of sailing competence and success in competition.
- To develop annual budget for ongoing operation & maintenance of club sailing resources

Hon Secretary

To provide leadership and organization of club administration

Responsibilities:

- To act as point of contact for administration issues: general correspondence, external non sailing business, etc
- To act as convener of main committee meetings and agenda
- To ensure main committee minutes distributed in a timely manner
- To act as reference point as regards club rules and protocols
- To manage insurance and club legal obligations

Hon Treasurer

To provide leadership and organization of financial management of club

Responsibilities:

- To create and manage regular/monthly and annual reports on club finances
- To manage income streams into appropriate accounts
- To manage and facilitate payments with appropriate due diligence
- To monitor and report on expenditure against approved budgets
- To provide guidance to Flag Officers and Committee on financial health and stability
- To provide leadership to a Finance Sub Committee

Membership Secretary

To provide leadership and organization of membership activities

Responsibilities:

- To manage the relationship with the ClubForce membership service
- To process new membership applications, and set up onto club systems
- To introduce new members to the club and a mentor
- To review our membership processes and categories and propose improvements
- Facilitate renewals and encourage first year members to renew
- Identify and lead a small group of volunteers who can support and enable all this

Training &
Development Officer

To provide leadership and organization of all formal training and development activities across the club.

Responsibilities:

- To create and manage a calendar of sail training and associated activities for the club
- To recruit Senior Sailing Instructor for the season (in association with Rear Commodore & Sailing Secretaries)
- To prioritise needs of club member development in the first instance
- To attract new members through provision of introductory training programmes for the public.
- To liaise with BM Operations and club bosun for access and maintenance to club assets.
- To liaise with Irish Sailing as regards certification and compliance with requirements
- To lead and coordinate training and development team of instructors and coaches

Dinghy Sailing
Secretary

To provide leadership and organization of all dinghy sailing

Responsibilities:

- To create and manage a calendar of sailing activities for the club from the upper estuary
- To liaise with lead bosun for access to club assets as required
- To lead and coordinate with class captains
- To lead and create teams for running of dinghy events

Cruiser Sailing
Secretary

To provide leadership and organization of all keel boat sailing from Lower Estuary.

Responsibilities:

- To create and manage a calendar of sailing activities for the club from the lower estuary
- To liaise with lead bosun for access to club assets as required for events.
- To lead and coordinate with cruising, cruiser racing, J24 class captains and scout liaison
- To lead and create teams for running of Cruiser events

Hon Bar Secretary

To manage clubhouse bar activities

Responsibilities:

- To manage operating hours of club bar
- To recruit and train part time bar staff
- To ensure roster/schedule in place for bar staff
- To manage and control stock, including ordering, receipt and payments
- To ensure revenue and cash managed within club financial systems

Communications

To provide leadership and organization of communications activities

Responsibilities:

- To coordinate a working group that supports the various communication tools used in the club
 - To act as central contact for promotion of club events
 - To encourage contributions for publication
 - To provide guidelines and act as moderator on appropriate messaging groups (i.e. WhatsApp)
- To encourage development of newer digital communication tools

Social Secretary

To provide leadership and organization of social activities

Responsibilities:

- To promote and create an active social scene across the club membership
- To identify a sub-team reflective of the broad membership categories to help create a calendar of social activities
- To identify and book caterers as required for events

Club Operations

To provide leadership in management and maintenance of club buildings and property.

Responsibilities:

- To act as point of contact and lead with regard to day to day operation of Clubhouses
- Ensure annual maintenance programme and budget defined for upkeep of building and property.
- To identify volunteers to support maintenance effort
- To provide direction to any external resources contracted to clean and maintain properties
- To manage boat pen layout, grounds, surroundings, etc
- To manage grounds, surroundings, etc,
- To ensure access and behaviours in line with policies
- To liaise with Hon Bar Secretary in smooth operation of Bar facility

Young Members

To lead and encourage younger (under 30) club members to fully enjoy and engage in club activities

Responsibilities:

- To create a social scene within the club that keeps our young adult members engaged
- To act as a point of contact for young adult (18-30) to get involved in volunteering and organising events that appeal to a new generation of sailors
- To liaise with Communications and Social Sec to ensure young members
- To contribute to development ideas and plans that will appeal to next generation of club members
- To promote and advocate sailing development and competitiveness for young adults
- To act as a voice for our youngest members (under 18s) in running of the club

Senior Members

To lead and encourage older (retired or nearing retirement) club members to fully enjoy and engage in club activities

Responsibilities:

- To create a social scene within the club that keeps our older members engaged
- To act as a point of contact for our most experienced members to get involved in volunteering, mentoring and passing on experience to younger members of club
- To plan and coordinate a series of activities that appeal to the retired (or nearing retired) club members
- To find opportunities for senior members to participate in our larger sailing events

3. Other Key Roles (not on main Committee)

All members who take on a role of responsibility within the club do so as unpaid volunteers. As such the following descriptions of roles are aimed as a guide to inform the role holder of what may be expected. They are not 'Job Descriptions' as would be defined in a professional capacity.

These are key roles to ensure effective operation of the club and may ask, or be asked to attend the main committee from time to time.

Children's Officer

To act as advocate on behalf of underage members

Responsibilities:

- To ensure safe guarding practices and procedures are in place
- To ensure our critical safeguarding policies and procedures are up to date and in compliance with IS guidelines
- To ensure appropriate members are Garda Vetted and that other club members are aware of there responsibilities and risks associated with Child Safeguarding
- To act as a confidential point of contact for children who may have concerns about their treatment in the club
- To request attendance at committee meetings or club meetings or events where specific concerns needs to be raised
- To escalate to Flag officers, Committee members, Class Captains, Instructors etc where there may be a concern and to provide guidance .
- To escalate to outside authorities where it is deemed as a serious risk

Lead Bosun

To provide management and organization of all club craft and equipment used on the water

Responsibilities:

- To lead and coordinate a team of volunteers to manage all club owned boats and equipment
- To identify UE Bosun, LE Bosun and Moored Boats Liaison
- To coordinate annual maintenance and lay up of club assets
- To manage annual budget for upkeep and repair of assets
- To liaise and manage use of club equipment, including safety boats and committee boats
- To manage club owned Moorings

To include :

- Rescue boats
- Committee boats
- Support boats and launches
- Racing Marks & tackle