

# SOUTH QUEENSLAND SABOT ASSOCIATION INC.



## SQSA COMMITTEE POSITION DESCRIPTIONS

**The roles of the Office Bearers and Appointments are included in the SQSA Constitution and are summarized below:**

### OFFICE BEARERS

**President:** responsible for the conduct of the affairs of the SQSA in accordance with the Constitution; represents the SQSA at YQ meetings, ANSC meetings and SQSA awards presentations; hosts monthly SQSA meetings; contributes to the planning and running of events; has signing authority for the SQSA (with the Secretary &/or Treasurer).

**Vice-President and Junior Vice-President:** assist the President and SQSA Committee members more broadly in the planning and running of SQSA business and events

**Secretary:** sends/receives SQSA correspondence; prepares meeting agendas/minutes; organizes regatta NORs, SIs and prize givings with the Regatta Secretary; has signing authority for the SQSA (with the President &/or Treasurer)

**Treasurer:** manages SQSA's cash flow, investments, assets; prepares an annual budget and reports monthly on financial status; produces an annual audited statement of accounts; has signing authority for the SQSA (with the President &/or Secretary)

**Registrar:** receives annual memberships; distributes membership decals; and maintains a listing of families, sailors and Sabots. (Issuance of sail numbers now resides with the National Registrar).

**Measurer:** measures SQSA Sabots for compliance with Sabot Class rules; assists with queries from members, the community and other zones in relation to Sabot measurement; liaises with Zone and ANSC Measurers

**Executive Member (x 2):** contributes to the running of SQSA business and events

## **APPOINTMENTS**

**Publicity Officer:** webmaster (keeping the SQSA website content current; liaising with the Secretary and web designers where required); pursues media opportunities; prepares SQSA brochures; coordinate with photographers

**Regatta Secretary:** receives regatta entries; coordinates the NORs and SIs with host clubs and SQSA Secretary; coordinates safety checks and sign-on sheets; receives/compiles/posts results for SQSA events

**Assistant Measurer:** assists the Measurer as required.

**Training Committee:** 2-3 persons to define SQSA training needs, and develop/deliver the annual training schedule; organize coaches

**Uniform Co-coordinator:** maintains a stock of SQSA uniforms for sale throughout the year; and determines/orders/sells the uniform for each year's nationals regatta suitable to the local conditions.

**Patron:** a person with a long standing contribution to the Sabot Class who participates in SQSA prize givings and other official events

**Boat Captain** (one each for orange duck and little duck): store the boat/trailer, coordinate maintenance and delivery to events

**Yachting Queensland Delegate:** represents the SQSA at Yachting Queensland events and meetings