

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; organises regatta NORs, SIs and prize givings with the Regatta Secretary; manages annual memberships 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: 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

Minutes Secretary: Take and record minutes of committee meetings and forward to the Secretary for distribution to members and record keeping.

Marketing Officer: 1-2 people Assists with promoting SQSA and events including uploading photo's / content to Instagram and assisting the Secretary with facebook page.

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: store the boat/trailer, coordinate maintenance and delivery to events

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