

Minnis Bay Sailing Club - Jobs & Duties 2020/21

These are the jobs that Club needs to be filled for the club to operate. Any club member can take on as many duties as they feel they can handle. Some require admin skills, some computer skills, some need more work at the beginning of the year, others need a regular but small input during the season.

The jobs are not linked to committee posts and you will not need to attend any committee meetings. If you have a key for the club you can carry out the work at a time that works for you.

Please volunteer for a job that fits your busy life, your club needs you!

Jobs	Contact
Covid 19 Co-ordinator Maintains the Club Covid Plan and provides updates for club members on what the current procedures are in the club.	Dan
Duty Man Administrator Initial setup the years duties in duty man and then maintain the dates and then to keep the historical record correct if there are no sows and people standing in.	TBN
Website Webmaster The Webmaster will keep the website up to date and setup some new pages/forms	TBN
Bosun – Safety Boats Maintain the Safety Boats and trailers in a serviceable condition and report back to sailing committee on any long term issues.	Bill
Bosun – Club Dinghies Maintain the Club Dinghies in a serviceable condition and report back to sailing committee on any long term issues.	TBN

<p>Bosun – Boat Yard Berths Maintain a register of berths in the boat yard and the boats that are allocated to each berth, additional issue stickers for each boat each year identifying the owner, the berth, the boat and year.</p>	TBN
<p>Bosun – Fuel Maintain the fuel supplies for the safety boats and dumper truck, including any additives so that the boats can operate each race weekend.</p>	Mark
<p>Bosun – Canteen Maintain the stock of drinks and snacks that are sold on club sailing days. (All non-perishable)</p>	TBN
<p>Club House Maintenance Contracts There are a number of contracts for services/maintenance of the club house, examples are: Fire extinguishers, Burglar Alarm, Insurance that need to be renewed annually</p>	TBN
<p>Digital Image Custodian They will regular take pictures and share them on face book and with the club members. From time to time add new pictures to the club house.</p>	TBN
<p>Safeguarding Officer The club is required to have a safeguarding officer to ensure the club follow the correct practices and reports as required.</p>	TBN
<p>Works Officer The works officer is responsible for maintaining the site and buildings in good working order, a separate specification is kept for that.</p>	TBN

Minnis Bay Sailing Club - Weekly Duties

All club members are expected to do 3 or more duties in a year from the list below. There are no exceptions to this club rule, even if you hold a club office or job.

- Race Officer
- Safety Boat Helm
- Safety Boat Crew

The duties below need to be filled for the club to fully operate; the duties are not seen as part of the mandatory list of duties above. Club members should look to complete a number of these below or hold take on a job from the “Jobs & Duties” list.

- Duty Barman