

Appendix A

Board Member and Committee Chair Job Descriptions

Appendix A of the General Policies and Procedures Manual list the Job Descriptions of the Board of Directors of the Key West Community Sailing Center. These Responsibilities were reviewed by each Director currently in office as of the date they were approved by the Board of Directors.

It is the responsibility of each director to familiarize himself with the roles and responsibilities of his position. This appendix is intended to supplement the overview that is listed in the Policies and Procedures Manual. Directors at Large do not have defined responsibilities. Rather they serve at the pleasure of the Board, as directed.

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COMMODORE JOB DESCRIPTION

Duties and Responsibilities:

The Commodore presides or designates a chair at all meetings of the KWCSA and of the Board Members. Ensures the day-to-day activities are all running smoothly. Is the General overseer of Center's activities and policies. The Commodore is specifically responsible for:

Fundraising Activities; Soliciting donations (& mailings) and making personal asks.

- For Scholarships

- For Sponsorships

- For Major donors Rotary; CFFK; KWYC

- Maintain donor lists and follow up with thank you letters

- Assist in setting annual fundraising targets

- Provide monthly reports at BOD meetings

Grant Writing

- Identify; pursue and secure foundation grants

- Report progress at monthly BOD meetings

The Website

- Maintain and monitor the Sailing Center's website and Facebook page and other social media marketing sites.

VICE COMMODORE Job Description

Duties and Responsibilities:

The Vice Commodore assists the Commodore in the conduct of the business of the Sailing Center. The Vice Commodore oversees all educational programs, youth and adult. Specifically, the VC is responsible for the following:

Summer Camp for Kids

Administration

- Organize activities
- Maintain educational curriculum
- Set schedules and track enrollment in concert with instructors
- Assist with the weekly classes, as appropriate
- Post and retain application/waivers; keep data base of attendees for membership and future marketing
- Track registration payments
- Maintain original_forms, applications and flyers in electronic format and hard copy
- Prepare; print and distribute Summer camp documents as required
- Develop annual staffing plans for budgeting purposes
- Provide written monthly reports at BOD meetings of the prior month's educational activities.

Promotion and Marketing

- Prepare, print and distribute summer camp school flyers
- Place ads in print media
- Promote camp on radio and newspapers
- Update Facebook as appropriate

Youth education programs – after school; team sailing; HS race team.

- Develop and oversee curriculum for all youth programs
- Organize and Promote

Act as liaison with schools,

Assist with the classes, as appropriate

Track students' waivers; maintain data base of attendees for membership and future marketing.

Keep record of attendees of all activities.

Adult Sailing

Determine adult program content, in concert with instructors

Organize activities

Lead promotion activities (print & radio)

Assist with the weekly classes, as appropriate

Track and maintain adult student waivers; keep data base of attendees for membership and future marketing.

Oversee private sailing lessons by instructors

Keep attendance records for all adult classes

Sailing Instructors

Appoint sailing Instructor candidates for the various educational programs with the approval of the Board

Maintain files of CORI certifications; schedule and arrange for testing, including the Vice Commodore

Oversee training, qualification and certification

Maintain Contractor Agreement files

Approve Invoices and submit for payment.

REAR-COMMODORE

Job Description

Duties and Responsibilities:

Assists the Commodore and Vice Commodore in their duties and is the liaison with other sailing clubs and organizations. The Rear Commodore oversees all non-educational racing and sailing events at the Center. Specifically, the Rear Commodore is responsible for:

Non-educational race and sailing events

Organize, promote and supervise all non-educational race and sailing events of the Center.

Maintain contact with other sailing clubs to identify opportunities to participate in joint events.

Send emails to racers reporting last week's results as well as promoting upcoming races

Prepare post-race reports for distribution to members. Notice upcoming races.

Coordinate communication of Members looking for crew and crews looking for Members.

Maintain racing results (records) from all the Center's racing events procure trophy sponsors, awards and distribution thereof.

Collects and tracks waivers; maintaining a data base of attendees for membership and future marketing.

Monitor condition of boats and alert the Fleet Captain of any need for repairs.

Keep a report of attendees at all club sponsored events (Wednesday, Sunday races, etc.)

Prepare a written monthly report to the board of director of the previous month's activities.

SECRETARY Job Description

Duties and Responsibilities:

The Secretary maintains the records of official meetings; files and keeps documents and records in connection with the business of the Center. Maintains Office equipment for the Center. Specifically, the secretary is responsible to:

Issue notices and keep minutes of all official meetings

- Secures inputs/reports from officers and committee chairs in preparation of Board Meeting
- Circulate final draft agenda to the EC for approval prior to distribution to Board
- Post monthly board agendas on the web site
- Prepare and distribute minutes of the meetings

Maintain Center Records (A central and comprehensive data base of all records)

- Keep electronic and paper copies of records for all official meetings
- Original City lease agreements
- Insurance Documents
- State and Federal declarations, e.g. nonprofit status, etc.
- Boat Registrations and title documents.
- Prepare and distribute the list of Directors and contact information

Forms, applications and flyers

- Maintain paper and electronic copies of
 - P&P
 - New member application forms; check request forms;
 - Gift Certificates; Boat checkout sheets
 - Maintain the supply of forms in pavilion

Maintain a file of all outgoing written correspondence from the Center

Telephone and Office Equipment

- Check for phone messages and reply as required
- Maintain Center office equipment including telephones and copiers

Maintain the bulletin boards and the Center's Pavilion

Ensure that the Housekeeping duties are attended to

Keep the information on the bulletin boards current and relevant

TREASURER

Job Description

Duties and Responsibilities:

The Treasurer oversees and manages the financial affairs of the Center.

Specifically, he is responsible to:

Make a report at the Board Members' Meeting held each month of all receipts and disbursements and at such other times as the Board Members or the Commodore may direct.

Make a financial statement at the end of the fiscal year, or close of his term of office, at least once each 12 months. Statement to be read to the membership by the Treasurer at the Annual Meeting.

Monitor payments by PayPal. Transfer moneys to the bank as needed.

Sign all indebtedness for the Center and assure that no money over \$500 is spent without approval of the Board.

File State and Federal Tax Returns annually; Respond to questions by taxing Agencies.

File State sales tax returns semi-annually; prepare audited documentation for Accountant

Keep complete financial records (set of books) of all transactions by the Center.

Pay all check reimbursement requests by members, certified for payment

Keep payment records of all contracts prepare and file workman's compensation reports annually; File 1099's with the IRS, annually.

Prepare the Annual Budgets for Board Approval

Process all membership payments in accounting system: scan new member applications and provide semi-monthly report to Director of Membership

Prepare invoices for slip and yard storage boats. (In concert with Dock Master)

Review all insurance policies annually and approve for payment.

File annual reports with City attesting to required liability coverage per the Center's lease agreements.

Prepare monthly Board reports

1. P&L
2. Balance Sheet
3. Budget vs. actual
4. Payment status of slip and yard storage boats

Invoice and track payments for youth sailing programs: Summer Camp; After School Programs and race teams

Reconcile bank statement monthly

Prepare Annual Financial statement for Audit Committee; respond to audit committee findings

Prepare the annual operating budget for all income and expense accounts. When approved by the Board, load budget in the accounting system.

Check PO box and "Grey Box" regularly to retrieve documents.

FLEET CAPTAIN

Job Description

Duties and Responsibilities:

The Fleet Captain oversees and manages the fleet of Center boats; sees that they are maintained and in service. Specifically, the Fleet Captain is responsible to:

- Manage fleet inventory; assure its properly maintained

- Supervise the maintenance of fleet boats.

- Monitor/maintain the boat problem log and keep records of work to be done as well as work done on the boats.

- Monitor and manage the sail and tool shed and other sail storage areas.

- Monitor sail conditions and repair and/or replace as necessary.

- Order all tools and parts needed for repairs.

- Supervise volunteer workers involved with repair of boats.

- Estimate and approve paid labor required to repair boats if needed.

- Title new boats; follow up on annual registration; place registration decals on boats

- Conduct Safety inspections

- Recommend any changes to the fleet

- Maintains inventory for insurance purposes

- Monitor and manage the sail locker and tool shed and other sail storage areas through volunteers

- Reviews boat check out sheets; maintain files

- Approve all check requests < \$500 for reimbursement of fleet expenses

- Sell or dispose of boats as approved by the Board; prepare bills of sale;

- Provide written Monthly reports to the Board

DOCKMASTER Job Description

Duties and Responsibilities:

The Dockmaster oversees and manages the Center buildings; docks and yard equipment. In addition, he oversees all slip and yard storage boats. Specifically, the Dockmaster is responsible for:

Slip Rentals and Dry Storage

- Assign slips and determine #'s of boats allowed in yard
- Prepare and distributes the slip agreements
- Interface with boaters to get agreements signed and fees paid
- Maintain the inventory of slip and dry storage boaters.
- Collect storage fees.
- Assigns yard and rack space in accordance with the Board approved plan

Upland facilities Docks, buildings and equipment

- Supervise the maintenance of the docks, wet slips and Center grounds.
- Coordinates volunteer teams for ongoing weekly/monthly yard cleaning and organizing.
- Oversees major maintenance projects of the Pavilion, with Board approval
- File insurance Claims for damage to docks
- Approve all check requests < \$500 for reimbursement of facility expenses

Set policy and oversee efforts associated with Hurricane damage mitigation and recovery.

Provide written Monthly reports to the Board

MEMBERSHIP

Job Description

Duties and Responsibilities:

The Membership Chair maintains the list of members and is in initial greeter for new members thru emails. Specifically, the Membership Chair is responsible to:

Promote new Members getting involved in the KWCSA activities.

See that notices for dues and rents are emailed to the last known address of each Member. Notify every Member who is in arrears.

Maintain the list of members; send notices when renewals are due

Send welcome aboard letters

Promote new members getting involved

Send periodic notices to Members

Coordinate sailing opportunities for new Members looking for crewing on boats.

Directs member inquiries to the responsible person for follow-up.

Provide monthly reports to the Board

PUBLIC AFFAIRS

Job Description

Duties and Responsibilities:

The Public Affairs Officer promotes the Center and publicizes its programs to the community at large. Specifically, the PAO is responsible for:

Promotional Activities

- Publishing a Quarterly News Letters
- Overseeing Brochure development
- Generating Press Releases
- Leading Community promotional events like tabletop displays
- Seeking free broadcast time on local radio and TV

Non-sailing Activities:

- Organize and oversee non-sailing activities and events of the Center
 - Boys and Girls Club visits
 - Come About Boating trips
 - Friday night socials
 - Other Center sponsored Social events
- Keep attendance records of all non-sailing event and report to the Board

Secure and Maintain photo files of Center sponsored events

Merchandise ordering and management.

Provide Monthly Written Reports to the Board

Update Face Book as appropriate