

SEAS Morris Chapter

Duties and Responsibilities of Committee chairpersons

Committees

The Constitution provides for the following standing committees:

- Acquisitions Committee
- Audit Committee
- Chartering Committee
- Constitution and Rules Committee
- General Membership Program Committee
- Maintenance Committee
- Members Education Committee
- New Members Committee
- Planning Committee
- Public Education Committee
- Publicity Committee
- Racing Committee
- Safety Committee
- Sailing Assistants Committee
- SEASoned Members Committee
- Ship's Store Committee

Duties and Responsibilities of committee chairperson:

- Conduct meetings of the committee
- Provide written reports of activities and recommendations to the Executive Board
- Plan and execute budgets for committees responsibilities and activities
- Make motions to Executive Board for procedures and moneys enabling activities

Acquisitions Committee

Duties and Responsibilities:

- Investigate board boats, sloops, safety boats and other potential SEAS equipment
- Present comparisons to the Executive Board
- Recommend fleet composition, turnover of equipment, purchase of new equipment and disposition of old equipment to the Executive Board
- Arrange for demonstration and trial of new equipment for purchase
- Coordinate purchase and delivery of new equipment and sale or disposition of old

Skills Needed:

- Sailing skills: ability to handle new or unfamiliar sailing equipment
- Communication skills: good oral

- Ability to make well-informed decision and make comparisons among different brands of similar equipment
- Knowledge of purpose and structure of Chapter, Basic Sailing Course Members Education Courses, Racing and other SEAS activities
- Interpersonal skills: Interact effectively with all types of people and develop contacts among vendors of sailing equipment

Chairperson:

- Appointed by the Commodore

Audit Committee

Duties and Responsibilities:

- Conduct annual audit or hire outside agency to conduct audit of all Chapter accounts and funds
- Report findings to General Membership on a timely basis
- Provide written report of findings to the Commodore

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Basic Mathematical skills
- Familiarity with basic bookkeeping, auditing and Generally Accepted Accounting Principles

Chairperson:

- Appointed by the Commodore

Budget Committee

Duties and Responsibilities:

- Contact committee chairs regarding planned expenditures and incomes for the year
- Present budget to Executive Board
- Monitor expenditures in relation to budget
- Recommend to Executive Board fee amounts for membership, new members, Basic Sailing Course, member's course fees, etc.

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Basic Mathematical and money skills
- Knowledge of Chapter structure, committees and activities

Chairperson:

- The Constitution specifies the Commodore be the chairperson
- The Constitution specifies the Treasurer to be a member of the committee

Chartering Committee

Duties and Responsibilities:

- Investigate Chartering companies and procure boats for chartering
- Plan yearly cruising schedule coordinating with other chapters
- Publicize cruising schedule and individual cruises
- Appoint Cruise Coordinator for each cruise. Cruise Coordinators responsibilities:
 - Organize and coordinate the cruise
 - Plan cruise costs, receive payments and pass to treasurer, make payments to Chartering Co.
 - Accept reservations and make boat assignments ensuring balanced crew capabilities
 - Procure qualified skippers and first mates
 - Prepare cruise report following the cruise
 - ◆ Account of expenditures, incomes, damage deposits, and refunds
 - ◆ Summary report of cruise including itinerary, crew assignments and success of cruise
 - ◆ Damage reports, if any
 - ◆ Report on the Chartering company and location

Skills Needed:

- Sailing skills: Knowledge of chartering concepts and familiarity with large boats
- Scheduling and planning skills
- Familiarity with basic bookkeeping, auditing and Generally Accepted Accounting Principles

Chairperson:

- Appointed by the Commodore
- Assists Treasurer with Cruising checking account

Constitution and Rules Committee

Duties and Responsibilities:

- Consider all proposed changes to the Constitution or By-Laws and recommend a course of action to the Executive Board
- Prepare official copy of Constitution for Chapter records and distribute copies to membership, National and other interested parties as may be required to preserve 501(c) (3) status
- Knowledge of Robert's Rules of Parliamentary Procedure

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Knowledge of Chapter structure and procedures

Chairperson:

- Appointed by the Commodore
- Acts as Chapter Parliamentarian

Maintenance Committee

Duties and Responsibilities:

- Make repairs to all SEAS equipment or hire outside firm
- Keep maintenance records for all equipment
- Maintain current inventory of equipment
- Conduct maintenance sessions, prepare fleet for season and winterize at end of season
- Register all equipment with Motor Vehicles

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Familiarity with all SEAS equipment
- Familiarity with power tools

Chairperson:

- Appointed by the Commodore

Members Education Committee

Duties and Responsibilities:

- Schedule classes for members' education such as Navigation, Tides and Currents, Sloop Course, Spinnaker Course, Cruising Course, etc.
- Coordinate watersite demands with Public Education and Racing Committees
- Coordinate the Winter Lecture Series
- Maintain the Video Library
- Investigate members' needs and requests for new courses
- Obtain necessary materials, instructors and location for classes

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Familiarity with course content on a general level
- Good organizational skills

Chairperson:

- The Constitution specifies the Vice Commodore be the chairperson

New Members Committee

Duties and Responsibilities:

- Speak at Basic Sailing classes informing them about SEAS and invite them to join
- Welcome guests and new members to General Meetings
- Refer requests for additional information to Publicity Committee
- Conduct orientation sessions for new members that will include purpose, structure, and procedures of the Chapter

- Process new member applications: collect necessary fees, submit to Treasurer compile personal data to submit to SEASoned Members Committee
- Verify that prospective new members meet eligibility requirements, especially sailing ability

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Interpersonal skills: outgoing, friendly, enthusiastic and able to make strangers feel welcome
- Good oral communication skills

Chairperson:

- Appointed by the Commodore

Planning Committee

Duties and Responsibilities:

- Periodically survey the attitudes and interests of the members
- Discuss philosophical issues affecting organization and function of the Chapter
- Recommend to the Executive Board the direction, future activities, goals, objectives and other issues effecting the Chapter

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Abstract thinking skills
- Creativity
- Knowledge of purpose, structure and organization of the Chapter and National

Chairperson:

- Appointed by the Commodore; often the past commodore

Public Education Committee

Duties and Responsibilities:

- Schedule Basic Sailing classes with adult schools, Red Cross, YMCAs and other organizations
- Review content and structure of course and make changes as recommended jointly by instructors and committee
- Coordinate Instructor training
- Assign Instructors and Sailing Assistants to class
- Purchase class materials, books, student guides, line, etc.
- Supervise creation of visual aids: overhead slides, point-of-sail boards, etc.
- Coordinate watersite needs with Members Education and Racing committees
- Report to Executive Board the October 1 number of students for use in calculating National fees and representation

Skills Needed:

- Sailing skills: None beyond minimum for membership

- Familiarity with Basic Sailing course content on a general level
- Good telephone skills for contacting adult schools and scheduling classes

Chairperson:

- The Constitution specifies the Staff Commodore be the chairperson

Publicity Committee

Duties and Responsibilities:

- Prepare and distribute materials to preserve and increase class enrollment and Chapter membership
- Supervise all documents being issued to the public
- Arrange for media coverage of chapter activities
- Pick up messages from the Chapter answering machine and forward to proper officer or committee chairperson
- Mail brochures in response to requests for information about SEAS
- Maintain a calendar of Chapter activities

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Creativity
- Skill in preparing posters and brochures
- Knowledge of purpose and structure of the Chapter and Basic Sailing Program

Chairperson:

- Appointed by the Commodore

Racing Committee

Duties and Responsibilities:

- Coordinate the racing schedule for the season
- Conduct regattas in accordance with USYRU rules
- Conduct racing education programs for members; coordinate syllabus with Members Education committee
- Adjudicate protests evolving out of races or regattas
- Administer appropriate racing fees and submit to Treasurer
- Coordinate use of watersite with Public Education and Members Education committees

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Knowledge of racing rules and procedures
- Ability to make fair decisions in event of a protest
- Organizational skills

Chairperson:

- Appointed by the Commodore

Safety Committee

Duties and Responsibilities:

- Examine all SEAS equipment, courses and events with an eye on safety issues
- Recommend to the Executive Board changes to increase safety
- Obtain and maintain safety equipment such as fire extinguisher, first aid kits, etc.
- Familiarity with Red Cross first aid and CPR techniques
- Administer appropriate racing fees and submit to Treasurer
- Organize first aid and CPR courses and maintain list of certified members
- Instruct members in safe sailing practices

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Knowledge of SEAS equipment and course contents
- First Aid and CPR certification helpful

Chairperson:

- Appointed by the Commodore

Sailing Assistants Committee

Duties and Responsibilities:

- Schedule and coordinate the Sailing Assistants classes for members
- Review content and structure of Sailing Assistants course and make changes as recommended jointly by instructors and committee
- Coordinate watersite needs with Members Education and Racing committees

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Familiarity with Basic Sailing course and Sailing Assistants course content on a general level

Chairperson:

- Appointed by the Commodore

SEASoned Member Committee

Duties and Responsibilities:

- Coordinate annual membership renewal process; accept fee payments and submit to Treasurer, obtain personal data such as addresses, phone numbers and Email address
- Maintain membership list
- Report to Executive Board the October 1 membership number for use in calculating National fees and representation

- Obtain information on committee interests from applications and forward names to appropriate committee chairperson
- Prepare mailing labels for monthly minutes
- Provide sign-in sheet for general membership meetings for members and guests; give to Secretary for filing with permanent records of Chapter

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Aptitude for data organization and collection
- Familiarity with computer data bases and label programs is helpful

Chairperson:

- Appointed by the Commodore

Ship's Store Committee

Duties and Responsibilities: Largely handled at National

- Obtain merchandise for sale to general membership at a price set by committee procedures; usually a discount to public store prices
- Coordinate purchases with other chapters to obtain quantity discounts
- Obtain merchandise with SEAS logos where pricing allows

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Aptitude for salesmanship is helpful

Chairperson: Appointed by the Commodore