EAST COWES SAILING CLUB

PRESIDENT

VICE-PRESIDENTS

COMMODORE

Oversee all aspects
of ECSC
Produce & circulate
club news letter

Health & safety officer
Arrange regular health & safety checks
Fire extingisher,fire bell fire inspections
first aid kits & safety notices.

Vice Commodore House

Sub-Committee 4/5 members
Manage the maintainence of buildigs and facilities of the club

Wednesday Club
Day to day maintainance
Tidying, painting etc.
Liaise with other functions

Rear Commodore Sailing

Sub Commit 4/5 members
Race Officer
Cruising Officer
Trophy Officer ?
Document admin

Organise:
Sailing aspects of all
Club Racing &
Regattas
Prepare & publish
Handicaps
Results
Racing Instructions
Buoy Charts
Course Cards
Liaise with:-
SCRA
Race Officer
Manage start line
Maintain starting
equipment
Plan rota
Launch officer ?
Manage:-
Launch manning
& maintenance

Rear Commodore Stores

Sub Committee
4/5 members

Manage:-
Maintenance &
Safe condition of all
facilities &
equipment
including locks
Use of: Slipways
Winches & cradles
Allocation of:
Berths,Moorings
& Hardstandings
including dinghies
& kayaks
Boat insurance
records
Moorings &
storage charges
Maintain mooring waiting list
and publish for transparency
Record and collect visitor
berthing fees

Rear Commodore Social

Sub Committee
4/5 Members

Organise :-
All Social Events
[iase with Other Clubs

Rear Commodore Motor Boats/Fishing

Sub-Committee
4 /5Members

Organise:-
Motorboating Events
Fishing Competitions
Prepare & Publish:-
Fishing Rules &
Results

Honorary Secretary

Manage:-
Incoming/outgoing
mail
Maintain rule book
Web Master
Manage & keep website
up to date
AGM Nomination Sheet
Committee Details
Club Records

Treasurer

Finance
Insurance
Banking

Maintain accurate &
up to date Accounts
& Balance Sheet
Update Webcollect
Assist stores officer
with annual
moorings & stores
charges
Liaise with external
auditors
Activate, issue &
Deactivate key fobs

Membership Secretary

Issue welcome pack
to new members
Issue pre printed
membership cards
Supply key fobs to
members
Liaise key fob
records with Treasurer
Deal with emails
addressed to admin
& pass on to the
relevant person

Club Merchandise Holder ?

Keep stock up to
date
Confirm payments
via WebCollect or
forward cash to
Treasurer for
banking