

Elwood Sailing Club

Storage Officer Role and Responsibilities (July 28, 2020)

Responsible for the storage of boats and sailing equipment at the club:

- 1) Maintain a 3-year plan for storage, including proposed capital projects. Input to the budgeting process for storage
- 2) Assess how much storage space should be allocated to each sponsored and potentially sponsored class. Obtain GC approval for the new-season plan
- 3) Develop storage allocations based on member points using the approved methodology.
- 4) Sign-off on applications for storage
- 5) Obtain GC approval for any special needs of members, including temporary storage, relief from fees etc.
- 6) Maintain a record of storage allocation and usage. Resolve member and club issues.
- 7) Update the Manager on storage changes including movements, additions, and removals.
- 8) Copy the Secretary and/or Manager as appropriate on correspondence with members on storage.
- 9) Maintain storage facilities
- 10) Ensure fire exits are clear of stored boats and equipment
- 11) Liaise with the sailboard and SUP officers on board storage plans and issues
- 12) Liaise with the training coordinators on training boat access, storage, and resolution of issues
- 13) Provide a monthly report to the General Committee on storage

See also the document on the general R&R of all General Committee Members