

Elwood Sailing Club

General Committee Roles and Responsibilities (July 28, 2020)

Background

This document provides information on the roles and responsibilities (R&R) of all General Committee (GC) members. This may be changed from time to time to facilitate the efficient working of the GC and the specific roles of GC members at the time.

This document does not seek to and cannot overrule requirements defined in the ESC Rules; this document provides supplementary information.

To understand fully the role of the GC the ESC Rules must be referred to. The Rules include definition of:

- The role and powers, composition, and general duties of the General Committee
- The high-level responsibilities of the Vice Commodore and Rear Commodore
- The duties of the Secretary and Treasurer

General R&R of GC Members - Supplementary Information

1. General

- Be actively involved in the Club's activities and events, promoting the sport of sailing and enjoyment and competition of sailing
- Be leading examples of the club values and of engagement in the club
- Be conversant with the club's Rules, By-laws, Policies, and Procedures. Assist members with their rights and responsibilities.
- Promote events for our members, guests, and the community.
- Support other GC members in the execution of their roles
- Work with and support the Manager. In the manager's absence be able to perform the basic club IT and facility systems which are agreed for the GC member's role.
- Assist in succession planning for GC members and finding replacements for GC members when vacancies arise.

2. General Committee Meetings

- Attend Committee meetings and actively participate in discussions to further the aims of the club and the enjoyment of members.
- Advise the secretary if unable to attend
- If given a formal club role, provide a brief written summary of relevant activities to GC members 48 hours before the GC meeting.

3. Confidentiality

- Maintain the confidentiality of GC member discussions, including discussions with the Manager, whether in formal GC meetings or ad hoc discussions.
- Disclosure to people who are not GC members is limited to information required to ensure the efficient and fair running of the club and to implement actions agreed at the GC meeting. Comments of a personal nature must not be disclosed unless authorised at the meeting.