

# SUNSHINE BAY YACHT CLUB

## Role descriptions for Board of Directors

Orientation and role descriptions for new and existing board members including schedules and guidelines for the activities of the Club

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The purpose of the SBYC Board is to provide leadership and governance to maintain and operate the Sunshine Bay Yacht Club. The SBYC Board will consist of (4) Four to (14) Fourteen Regular members (in good standing) at the AGM

The officers of the club will consist of Commodore, Vice Commodore, Secretary and Treasurer. The new newly elected board will elect the officers as soon as convenient after the AGM See AOA for additional information if required

The Landlord ( or their appointed representative) will have a seat on the Board - but does not have voting rights.

Each director will lead in specific areas of the management of the SBYC's functions.

### **Terms of Tenure**

All directors' positions have a one to two year term as per the table below. A retiring director shall be eligible for re-election and are encouraged to let their name stand to serve a minimum of two terms. They are not limited in letting their name stand for any of the other elected positions on the board. The. The landlord's position is not voted in but carried forward from year to year.

<b>Board Directors</b>	<b>Tenure</b>
Commodore elected	1 year
Vice Commodore elected	1 year
Past Commodore non-elected	1 year
Treasurer elected	1 year
Secretary elected	1 year
Membership elected	2 year
Dockmaster elected	2 year
Facilities elected	2 year
Fleet Captain elected	2 year
On-shore Events elected	2 year
Communications & Marketing elected	2 year
Landlord non-elected, non-voting	Ongoing

**Process for becoming a board member**

Any SBYC member in good standing is eligible to be nominated by any other member in good standing to serve on the SBYC Board of Directors at an Annual General Meeting. It would be preferable that nominees have been a member in good standing for a minimum of 2 years, but it is not a requirement. A member that has been nominated, is required to either accept or decline the nomination and is encouraged to address the membership in attendance if they are accepting. All positions except for the Past Commodore and the Landlord’s representative are elected at the Annual General Meeting by club members. Persons nominated but not elected to a Directors Role, should be offered positions on the committees that support the following Directors: Fleet Captain, Dockmaster, Facilities, On Shore and Communications & Marketing.

**Committee Members**

The directors of Fleet, Docks, Facilities, On Shore Events and Communications and Marketing are encouraged to establish committees to help with specific tasks or projects relating to their area of responsibility. Committee members do not share equal responsibility as their Director in decision making (attending board meetings and/or voting at board meetings). By developing these committees, directors can mentor and train general members to be confident in taking on these or other positions in the future (succession planning).

**Meeting Frequency and Format**

Directors are expected to attend regularly scheduled Board of Directors meetings.

Length	2 to 3 hours
Frequency	12 scheduled meeting per year (monthly)(usually the 2 <sup>nd</sup> Tuesday of the month) 1 Annual General meeting(late March –early April) 1 Special General meeting (usually in mid summer) Ad-hoc or short-term subcommittee meetings (as required)
Format	Face-to-face (primary method) Tele-conferencing or video conferencing (as required)

**Accountabilities and Reporting Relationships**

Meeting minutes and Directors reports will be distributed to board members and posted to the website.

Directors are required to submit reports and updates that provide information on their actions since the last meeting. These reports are to be posted to the shared drive a minimum of 7 days prior to the next scheduled meeting.

If a Director is unable to attend a Board meeting, notification of absence and a report are still required.

## **SBYC Commodore**

### **Principal Duties**

Promote Sunshine Bay Yacht Club, and the values of the club.

Be accessible to all board members and all the members at large.

Be knowledgeable of club policy and decisions.

Provide leadership where needed. Deal with any complaints that might arise.

Ensure that Club operations and administration are complete, as assigned.

Receive and review incoming correspondence; organize appropriate action. Appoint committees to deal with special projects.

Plan and chair regular Board meetings, special membership meetings and the annual general meeting.

Represent SBYC at ASA meetings, and inter-club functions.

Act as main representative of SBYC involving communications with the Landlord.

Provide the Director of Communications and Marketing with updates on related business for Club publications.

Ensures that all directors and employees perform their assigned duties.

Oversees board governance and discipline as required.

Sign Regular Member Share Certificates.

## **SBYC Vice Commodore**

### **Principal Duties**

Undertake duties of the Commodore as appropriate in his/her absence.

Ensure that Board members are conversant with their own roles and schedules, and with interactions with other Board members. Review the scope of responsibilities of any committees with the committee chairperson.

Ensure that Club operations and administration are done.

Oversee the review and update of the job (role) descriptions over the year.

Coordinate the update of, and review of the SBYC Strategic Plan with the directors and ensure funds and resources are budgeted and allocated to meet the goals of the Strategic Plan.

Lead the review of the Rolling Action Item log (RAIL) at monthly Board meeting and ensure that all directors are stewarding to their action items

Seek nominations for Directors for presentation at Annual General Meeting

Oversees the appearance and workings of all club facilities and assets.

## **SBYC Past Commodore**

**Principal Duties / If appointed as an ex-officio member. If not, responsibilities accrue to the Commodore.**

support the new Commodore, and board, in making a seamless transition into the role of attending to Club business

Ensure continuity of corporate experience and knowledge.

Assist the incoming Commodore and Vice-Commodore with ongoing Club projects and business, as required.

Assist all directors in setting up their respective committees and sourcing volunteers

The past Commodore (current outgoing Commodore) will be the **Returning Officer** to run elections for club executive and committee positions. To ensure the process is conducted fairly, the Returning Officer must not be nominated for a position in the election. (If not appointed, these duties become the responsibility of the Commodore.)

Ensuring the orientation of new incoming board members after the AGM prior to the first business meeting of the new Board.

Review role descriptions with the incoming board and familiarize them with the club's activities and governance.

## **SBYC Secretary**

### **Principal Duties**

Function as registered office for the Corporation. Maintain all official correspondence and copies of all material contracts relating to Club business.

Signs Regular Member share certificates and stamps each certificate using the club's official embossing stamp.

Prepare and file all reports required to be filed to Corporate Registry following the Annual General Meeting in cooperation with the Treasurer

Schedule the Annual General Meeting (AGM) and notify all shareholders at least 14 business days (Article 21) in advance of the set date of the meeting. Book the location for the AGM.

Ensure a signed attendance sheet is taken at the AGM. Prepare copies of Directors' Annual Reports for distribution at AGM.

Post a draft copy of all meeting minutes on the share site 7 days after the meeting for directors to review and edit as required.

Send the Commodore a copy of the upcoming meeting agenda, for his/her approval to, 7 days prior to the next board meeting

Ensure that the agenda, corrected minutes of the previous meeting are forwarded to all Directors for the next scheduled board meeting 5 days in advance of the meeting date.

Ensure the minutes of all meetings and Directors reports are posted on the website for a maximum of 30 days following the board meeting.

Schedule other Special Membership Meetings as required. Follow the same protocol as for an AGM.

Retain possession of and affix the Seal of the Corporation as required.

## **SBYC Treasurer**

### **Principal Duties**

Manage SBYC bank accounts: chequing, savings, [Fees@sunshinebay.org](mailto:Fees@sunshinebay.org), GIC's.

Hold and manage SBYC VISA card and pay account monthly

Make short term investments of cash surplus or reserves

Receive and deposit revenue from all sources with assistance of the relevant Directors

Update signing authorities for the club's bank accounts

Manage financial business of the Club

Attend to accounts receivable

Pay vendor bills in a timely fashion

Reimburse SBYC members for any out-of-pocket expenses directly related to operation of the club

Ensure annual Land License Fee is paid to the Landlord

Reimburse landlord for property taxes

Develop a Delegation of Authority and publish it for authorized spending limits for club/board members for out of budget expenditures

Maintain SBYC financial records and files including monthly bank transaction reconciliations online.

Provide regular financial reports for the Board of Directors including operating costs to date, and the current forecast of costs at year end in comparison to budget

Advise the Board about working within the planned annual budget

Prepare financial records for year-end review based on the fiscal year of January 1<sup>st</sup>- December 31<sup>st</sup>

Review records with the Club's auditor at year-end and receive their sign off on our annual financial statements after their review engagement.

Coordinate the development of a draft budget for the next operating year for approval of the membership at the AGM

Prepare a financial report for the AGM

Archive all Club financial records:

- Ensure that one copy of the annual financial statement is preserved and filed in Club records in the Clubhouse filing cabinet. (All other records are to be kept for 7 years)

With direction from the board arrange the insurance policy(s) including:

- Property insurance
- Dock insurance
- Directors Liability insurance
- Regatta Liability insurance
- General Liability Insurance.
- Insurance for craning boats and docks

Send a copy of property insurance to Cook Family Holdings (CFH).

Apply for grants as applicable.

Manage and administer grant contracts.

If the Secretary is not available, or position is combined with the Secretary's position, signs Regular Member share certificates and stamps them using the club's official embossing stamp.

## **SBYC Dockmaster**

### **Principal Duties**

Overall Management of the docks to reduce any risk of injury of members or damage to boats or docks while being used.

Responsible for Boats in and out crane

- Usually this is run by a subcommittee.

Organizing docks in and docks out.

- Determine dates for
- Overall supervision of operation
- Volunteer crew
- Crane company booking
- Determine dock placement on shore.
- Docks are assembled correctly.

Dock Construction

- Build and maintain docks as required.
- Organize a work team.
- Purchase required material.

Ensure the integrity of the docks.

- anchors
- anchor chain
- Cleats
- Dock connector pins
- Life Rings
- Swimming ladders

Maintain spare parts and tools as required.

- Dock pins
- ½ chain
- 10 'long Dyneema rope
- I beam anchors.
- Cleats
- Bolts, nuts, washers

Submit Capital and Expense budgets.

- Determine dock end of life.

Responsible for Weed cutting the marina area.

- Need to follow Government approval.

Ensure that all boats.

- Have the approved size of mooring lines.
- Assign dock slips, including one for the landlord's boat.
- Assigning slips to minimize boats windage action on the docks taking into consideration the draft, length, and beam of the boat.
- the members preference for location
- the spaces available.

Post dock assignments in Club House and make known to the members.

- Maintain a record of the dock lay-out.
- Slip dimensions.
- Dock Float
- Depth of water done in spring use Wabamun water depth indicator online.

Attend monthly SBYC board meetings.

- Keep board updated on Dock area.

## **SBYC Facilities Director**

### **Principal Duties**

Immediately after the AGM, The Director recruits from the volunteer list a group of people to work on the facilities committee. Ideally recruits should include persons that were nominated but not elected as directors.

Ensure that SBYC buildings, grounds and other onshore facilities are utilized in an environmentally friendly fashion and maintained in a safe and functional condition and are ready for use by members.

In addition:

- Identify deficiencies and plan to repair as necessary by providing a capital budget for each project.
- Make improvements and upgrades to facilities after they are approved by the board.
- Maintain barbeques in safe repair and replace as necessary after board approval.
- Manage SBYC inventory of tools.
- Ensure fire extinguishers are maintained to the NFPA 10 standards and records are kept.
- Check and update first aid kit supplies including AED and currency of the Epi Pen.

Organize work parties and subcommittees to assist in special projects, as required, to address the needs of maintaining the Club grounds and buildings.

Seek pre-approval of facility expenditures or a value greater than \$2,000.00 from the board.

Manage storage options as outlined in the Rules & Regulations.

Ensure that the holding tank level is checked after each weekend.

Order pump-out services when the tank is at the 150 mark on dipstick.

Purchase supplies required for Club operation.

Organize Spring Startup and Fall Shutdown of the clubhouse.

Ensure annual planting of shrubs, bushes, seedling trees, as required by land license agreement - see Horticultural Plan.



Oversee the protection of the riparian area subject to the associated to the SBYC leased area.  
Ensure an adequate supply of firewood for the season (either spring or fall work parties)  
Oversee the management of boat and holiday trailer parking as allowed in our lease agreement.  
Plan and arrange for the removal of deadwood or standing trees.  
Prepare an annual operational and capital budget for the upcoming year.  
Supervise and give direction to the groundskeeper and clubhouse cleaning contractors.  
Maintain and update the list of groundskeeper duties.(See appendix 1)

## **SBYC Membership Director**

### **Principal Duties**

Prepare and provide annual membership renewal packages to all members.

Upon receiving payment from new or returning members send out a package that contains:

- Current year membership card
- Soft copy of the clubs current: Strategic Plan, Governance Package, dock assignment, sea-can locker, and campground trailer assignments.

Receive and reply to applications from potential new members.

Provide new member orientations and facility tours.

Manage distribution of share certificates.

Maintain current records of Club membership that include:

- Mailing address, phone number and email for each member
- Type of boat that includes: Make, model, year, LOA, width, draft, and displacement.
- Year the member joined the club.
- Boating Card number.
- Radio license number.
- MMSI if applicable.
- Boat insurance information
- Members that are on hold and for how long

Manage and maintain membership waitlist.

Manage and maintain sea can assignments

Keep a file of all surrendered Share Certificates, and a list of current Shareholders.

Provide membership information to the Dockmaster in advance of docks in for use in allocation of boat slips.

## **SBYC Fleet Captain**

### **Principal Duties**

Work collaboratively with the Fleet Captain of the Edmonton Yacht Club to establish a joint race schedule for the racing season. See Appendix 3 attached.

Coordinate schedules with the Onshore Events Director prior to the start of the sailing season.

Regulate and control all SBYC Races, Regattas, Handicaps and Learning events.

Provide Wabamun PHRF handicaps for all race-registered boats.

Coordinate race committee activities and volunteers.

Advise SBYC Board of racing program.

Ensure "Notices of Race" (NORs) are posted at the sailing club, and on the club website and forwarded to EYC a minimum of 14 days prior to the event.

Coordinate volunteers for the Race Committee and appoint a Race Committee Chairman for each race.

Ensure that training is provided to all members that operate the Club Whaler.

Provide training to any volunteer as required. Maintain documentation on how to run a race on the SBYC website.

Maintain race committee supplies.

## **See Appendix 3 – Fleet Captain Guidelines**

### **SBYC Onshore Events Director**

#### **Principal Duties**

Immediately after the AGM, recruit from the volunteer list, a group of people to work on the docks committee. Ideally recruits should include persons that were nominated but not elected as directors.

Coordinate the schedule of onshore events with the racing/regatta events with the Fleet Captain.

Present an annual schedule of onshore events to the Board.

Arrange special onshore social events for Club members.

Arrange and coordinate volunteers and committees for onshore social events.

Arrange provision of food and beverages for Club work parties.

Keep records useful for planning events and budgets in the following year.

Book the venue for the annual Gala.

Arrange the date and catering for the annual Gala.

Ensure accurate tracking of volunteer hours when members contribute to on shore events.

### **SBYC Communications and Marketing**

#### **Principal Duties**

Immediately after the AGM, recruit from the volunteer list a group of people to work on the docks committee. Ideally recruits should include persons that were nominated but not elected as directors.

Produce the SBYC Mainsheet Newsletter 4 times per year.

Create and publish the clubs annual schedule of events with submissions from Fleet, On Shore and Dock Master prior to the start of sailing each year.

Bring annual fund-raising proposals to the board.

Develop an annual marketing plan to promote the club locally and provincially.

Source and purchase club merchandise, i.e., Burge's, clothing, pins, cups, calendars, etc.

Set up an annual club photo contest as applicable .

Maintain and ensure consistent content of the club's web site, social media sites: i.e. FaceBook, (Instagram and Snapchat.)

Ensure the correct usage of the club logo on all letterhead, merchandise, advertising, marketing, and communication.

Participate in an active role on the Wabamun Watershed Management Council.

Work in conjunction with SBYC Webmaster - see Appendix for Webmaster role

## **Appendix 1 – Caretaker Duties**

### **Principal Duties**

Clean clubhouse floors and washrooms weekly (preferably Wednesday)

Replenish paper supplies as required.

Keep grounds and facilities tidy, neat, and secure; ready for use by members.

Sweep gazebo area. Clean barbecues, barbecue utensils, and tables as required.

Cut the grass on the foreshore, around the clubhouse, parking lot, and trailer area.

Collect garbage and take it to the Seba Beach dump.

Collect empty bottles and take them to a bottle depot for refund.

Do other projects as assigned by the Facilities Director.

## **Appendix 2 – Webmaster Duties**

### **Principal Duties**

Maintain SBYC web site etc.

Post events and club calendar etc.

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## Appendix 3 - Club Schedule

General schedule for the club, which may be amended by the Board is as follows:

<b><i>Time Frame</i></b>	<b><i>Business Item</i></b>
<b>January</b> 1st week in month	Publish SBYC events Calendar for the year Send out membership renewal package
<b>February</b> 2 <sup>nd</sup> week of the month Last day of February	Submit financial records for annual auditor review Membership dues and fees payment deadline
<b>March/April</b> Late March/ Early April	AGM
<b>May</b> 1 <sup>st</sup> Saturday in the month One week following docks in	Launch docks (if ice still on the lake move to following weekend) Crane in boats
<b>June</b>	Sail Past / Meet and Greet
<b>July</b>	
<b>August - long weekend</b>	Club "Pirate" days celebration
<b>September</b> Last weekend	Boats out Director liability insurance renewal
<b>October</b> 1 <sup>st</sup> Saturday in month 3 <sup>rd</sup> Saturday in month	Docks out Hold Annual Gala and book location for the next year's Gala?
<b>November</b>	
<b>December 31<sup>st</sup></b>	Update Corporate Registry Year end and prepare for audit

## Appendix 4 – Fleet Captain Guidelines

The following guidelines are intended to provide a healthy racing environment for SBYC Cruiser Racing. The Fleet Captain will manage the races and update the guidelines as

appropriate.

Races hosted by SBYC need to meet the following criteria each year:

Type of Race	Duration	Name of Race
Official Fleet Sail Past	N/A	N / A
Distance	Minimum 2 Races	Single Handed Night Race
Female Skippered	1 day	Jack & Jill
Wednesday Pursuit (Split between SBYC & EYC)	10 Evenings 5 races for each club	Pursuit Series AKA The Beer Can Series
Regattas (min 1) Optional Regatta	Over 2 days with 4+ races Over 2 days with 4+ races	Fall Series Alberta Cup (AOSA)

**Duties of the Race Committee Chair:**

A Race Committee Chair or RCC is an on the water manager who oversees the running of the sailing race with overall responsibility for the conduct of racing on a racecourse. A Race Officer has an overview of what is happening around the entire racecourse and should make decisions such as necessary course changes, postponements etc.

Training is available to any volunteer through the Fleet Captain. There is a document on how to run a race on the SBYC website. Race Committee Chairpersons are responsible for reviewing the document prior to their assigned race.

Find volunteers to set the marks and manage the race(s) (minimum of 1-4 depending on the event). These volunteers do not need to be members of the club as they are under the direction and control of the Race Committee Chairperson.

The person that operates the Whaler must be on the authorized list of individuals approved by the Fleet Captain.

Race Committee includes the following roles:

Send out membership renewal package Race Committee Chair/Officer

- Official Timer
- Flag person
- Recorder
- Skipper of the rescue/mark boat
- Rescue/Mark Boat crew

Depending on the format of the race, some of these roles may be combined. Small races in steady, light winds can get by with a Race Chair/Officer and one assistant. Race officer

training is available through Sail Canada.

### **Race Committee Supplies**

The following supplies are required for conducting a race:

Flags: Race committee (RC) flag, preparatory & fleet flags, individual and fleet recall flags, finish line flag, abandon race flag, shorten course flag.

2 Digital timers or stopwatches with at a minimum down to 1 second timing. • Air horn and spare canister

Individual race record sheets

Consolidated race record sheet.

Record book to track: Race title, date, boats & skippers, racecourse, start/finish times, wind direction, wind strength, and race incidents.

VHF radio and first aid kit aboard both race committee and mark boat.

### **Manage Races & Regattas:**

#### **Annual Boat Registration and inventory Declaration**

Manage in conjunction with the EYC Fleet Captain the annual boat registration and equipment declaration that will be used for the annual update of the Wabamun PHRF ratings.

### **Race Entry Forms**

#### **Pre-Season Entry forms:**

SBYC pre-season race entry forms are to be made available on the SBYC website prior to first race each season. This allows all skippers to enter prior to midnight on June 1st for as many SBYC events as they wish with one form.

Race entry forms are to be provided for SBYC sponsored events.

EYC race entry forms will be managed by EYC in the manner their club determines.

#### **Entry forms:**

For persons not registering in the pre-season program, there will be entry forms available a minimum of two (2) prior to any SBYC racing event.

#### **Race Fees:**

All entry fees + GST are turned into the Treasurer as determined by agreement between the Fleet Captain and Treasure. If fees have not been paid by their due date the boat will not be listed on the race record sheet.

#### **Notice of Race (NoR):**

NoR will be published on the SBYC website under Racing, on the SBYC bulletin board in the Club House and provided to the EYC Fleet Captain a minimum of two weeks prior to the event.

#### **Sailing Instructions:**

Sailing Instructions will be available at the Skippers meeting and may be forwarded by email

no more than 24 hours in advance to skippers that have completed pre-season registration and payment.

**Skippers' meeting:**

A Skippers meeting will take place approximately 90 minutes prior to the start of each race or 1<sup>st</sup> race of any regatta.

**Protest Committees:**

Those wishing to make a protest must ensure they have followed the appropriate steps as per the RRS and submit their protest form to the Race Committee Chair within 45 minutes of the Race Committee Boat returning to the club.

A minimum of three Skippers, not involved in the protest, MUST be available to be selected by the Race Committee Chair to sit on the committee with the Race Committee Chair within 60 minutes of the final race of the day and determine a decision on the protest.

The hosting clubs' Fleet Captain (or designate) shall oversee the Protest Committee Proceedings.

**Awards**

Awards and trophies are provided for each SBYC event. Trophies will have as a minimum a plaque, made up with the year, skippers name and boat name applied on the Club Trophy. The skipper may keep that trophy in their possession until the start of the following season. One keeper award is presented to the skipper only. Award will depict the year and event.

**Records**

Keeps stats for all races on the SBYC website under Racing Results

Keeps hard and soft copy records of who competed in all races, the finish position, NoR'S and Sailing Instructions for each race or regatta for each racing year are to be available for the in-coming Fleet Captain.

**Education Programing:**

Coordinate and arrange a minimum of 2 learning programs each year. These may be racing, cruising, water rescue, or general education programs.

**Skipper Licensing:**

All Skippers are required to have a Pleasure Craft Operators Card. As of 2010, all boat operators are required to be licensed.

**Liaison:**

Works with other sailing clubs and organizations to set standards, rules, and schedules. •

Distributes information from other sailing organizations to SBYC Members via club web site, bulletin board, email and social media.

Distributes SBYC race schedule to other sailing organizations.

**Fleet/Club assets:**

Arranges for installation and removal of race markers.

Maintains the Club safety boat Boston whaler and equipment in a safe and seaworthy condition.

Institute a training program to ensure that anyone that is authorized to operate the club Whaler has been professionally trained in the operation and servicing of the boat. Work closely with the Membership Director to ensure that all members have the required Pleasure Craft Operators Card and Radio Licensing. As of 2010, all boat operators are required to be licensed.

Is responsible for the maintenance of SBYC's shore radio station and radios.

**Other:**

Develop annual budgets for the Racing events & Club boat maintenance & repairs with a breakdown of operational and capital expenses.

Ensure that there is a current copy of the Racing Rules of Sailing on the Club's website.

All Skippers are required to have a Pleasure Craft Operators Card.

As of 2010, all boat operators are required to be licensed.

**Appendix 5 – Docks in/out Guidelines**

**Appendix 6 – Boats in/out Guidelines**

**Appendix 7 – Facilities Guidelines**

**Appendix 8 – On Shore Events Guidelines**

**Appendix 9 – Communications and Marketing Guidelines**

Draft