ALBERT SAILING CLUB Committee Roles & Responsibilities

DRAFT as at 8 April 2026

Commodore

Oversee Club Governance and Management

Planning & Future Development

External Liaison
- Australian Sailing
- Parks Victoria
- APYC & other clubs

Club policies & constitution
Member communications
- weekly Snippets email

Building Committee

Secretary

External Correspondence

Committee records
- Meeting minutes

Regulatory Compliance

Hall Hire

Club Security

Treasurer

Club Financial Records and reporting
- Budgets
- Account management
- Investment

Vice Commodore

Backup Support for Commodore

Manage Ext'nl contracts

Member communications
- Newsletter
- ASC website

Risk Management (off water)

Sponsorship and Promotion

Social Events

Rear Commodore

Work in with Sailing Committee & Club Captain

Sailing program
- ASC/APYC Sailing

Club regattas

Class association liaison

Racing documents

Race management
- instructions
- duty rosters
- Protests
- Tower & Results
- Trophies
- Risk mgt (on-water)

Liaison Training Principal &Instructors

Club Captain

- Liaison with sailors
- Powerboats & race equipment
- Race Results
- Safety Officer (sailing)
- Support Rear Commodore

Training Principal & coordinator

General Committee members x7

Each General Committee member to take responsibility for 1 or more roles highlighted in blue

Membership Secretariat

- Membership Enquiries
- Membership Records
- Membership Renewals

Other Allocations

New Members

Junior & Youth Development

Facilities maintenance (Clubhouse & Boatyard)

Boatyard Racking

Club asset register

Working Bees

First Aid

Powercraft

Club Sail boats

Galley & Bar

Merchandising

Special Events
- Discover Sailing Days
- Community Days