

BUSA Committee 2017-18 - Role Guidance & Descriptions

Key – Yellow = roles up for election at AGM 2017.

Role	Term	Student/Volunteer	Max term	Current
President	2 years	Volunteer	2 terms (4 years)	Peter Saxton Elected 2016-18
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)	Tom Churchill Elected 2013-17
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)	Sean Clarkson Elected 2014-18
Chair	2 years	Student at time of election (Past BUSA Committee member preferred)	2 terms (4 years)	Emily Wiltshire Elected 2015-17
Development Officer (Previously TR Co-ordinator)	1 year	Student	None	Neil Marshall (Amended role, pending AGM approval) Elected 2016-17
Keelboat Officer	1 year	Student	None	Jolyon Ferron Elected 2016-17
Captains	1 year	Student	None	Tim Gratton & Millie Gibbons Elected 2016-17
Scottish Co-ordinator	1 year	Student	None	Emily Robertson Elected 2015-17
Northern Co-ordinator	1 year	Student	None	Lucy Storey Elected 2015-17
Midlands Co-ordinator	1 year	Student	None	Bryan Ormond Elected 2015-17
South-Central Co-ordinator	1 year	Student	None	Ella Stoggall Elected 2015-17
Western Co-ordinator	1 year	Student	None	Alex McCulloch Elected 2016-17
Media Officer	1 year	Student	None	New role (Pending AGM approval)
Honorary Treasurer	N/A	Volunteer	None	Chris Lindsay Elected 2016
Honorary Member(s)	N/A	Volunteer	None	Keith Sammons Elected 2016
Website Editor	N/A	Volunteer	None	Tony Mapplebeck Elected 2011
Secretary	N/A	RYA Employee	N/A	Jessica Beecher Since 2003
NGB Rep	N/A	RYA Employee	N/A	Jack Fenwick Since 2016

Details about roles available at AGM 2017

VICE PRESIDENT

Who will I report to?

President and Chair

Who will I be responsible for?

Advisory role over rest of the committee.

To act as a knowledge base for members of the committee, providing continuity between shorter term roles such as those of the regional representatives.

To work closely with the chair whilst setting procedures and policies for operations of the association.

What is my role?

There is no set remit but can help resolve any issues that a member or member club is facing.

To play a part in the planning/running or overseeing of major BUSA events either as Event Director or as Event Director support.

What else can you tell me about the role?

The role is best suited to people who have experience of running events at their university, and to have a broad knowledge across the different types of sailing.

Final year and postgraduate students are best suited for the role, as they are likely to have had the most exposure to BUSA, it's events, and may have sat previously on the committee.

How much time will I need to give to the role?

This largely depends on the other committee member's knowledge and experience, and will naturally vary year on year.

Depending on involvement with events, the time required will increase considerably on the lead up to, during, and after the event.

CHAIR

Who will I report to?

I advise the committee and inform the President

Who will I be responsible for?

The committee

What is my role?

Day to day running of the Association, with support from the Committee:

- Providing support/ advice to the committee and the membership
- oversee projects such as major BUSA and BUCS events
- To delegate out items that arise
- To ensure that agendas and minutes are distributed properly with the right content
- To be a key point of contact for both the committee and the general public

To lead and develop common goals for BUSA with the Committee.

To be a final decision point. To ensure that members are treated fairly and equally.

What else can you tell me about the role?

The role requires a high level of diplomacy and clarity. It can be quite challenging at times. There is a high frequency of emails and small jobs which need tending to more often than you think.

Secretary and workloads should be co-managed with NGB representative.

How much time will I need to give to the role?

Minimum of 4 committee meetings per year

BUSA AGM plus representative activity

1 day of admin before each committee meeting

3 hours a week of admin

DEVELOPMENT OFFICER (Previously TR Co-ordinator)

Who will I report to?

The committee

Who will I be responsible for?

University Development

What is my role?

Responsible for developing university clubs; both racing and non-racing.

To encourage Green Blue participation

To advertise OnBoard/ community involvement for grants

To guide on funding sources and application

To help improve event management

- Provide support:
 - As they are elected to host BUSA events
 - With their own events- necessary documents
 - With their own development (incl. non-BUSA affiliated clubs in order to get affiliated)
 - Running their own events (which on occasion you might attend)

What else can you tell me about the role?

This role depends on what universities will benefit from year on year so focus may vary

How much time will I need to give to the role?

1 day a week

KEELBOAT OFFICER**Who will I report to?**

The committee

Who will I be responsible for?

All university yachting and match racing

What is my role?

To promote yachting and keel boating to students and encourage entering into Winter Match Racing events, Match Racing and Yachting Nationals.

To help support clubs on keel boating and yachting matters

To assist the event director for Yachting Nationals

What else can you tell me about the role?

This role requires knowledge from competing in the events prior to becoming an officer

How much time will I need to give to the role?

2 days a month

In the run up to Yachting Nationals, 4hrs a week.

LADIES AND MENS CAPTAIN (2 posts)**Who will I report to?**

The committee

Who will I be responsible for?

BUSA team.

What is my role?

To jointly organise the BUSA/ICSA Tour.

Arranging BUSA teams for the Ladies Nationals and Wilson Trophy to either enable more BUSA sailors to take part or to field a highly competitive team taking the best from across the different Universities (over the years the point of this team has varied down to the discretion of the captains).

What else can you tell me about the role?

You should also be a contact point for sailors in all BUSA disciplines to contact so a slight presence in each is useful.

How much time will I need to give to the role?

Varies greatly between years' dependent on whether there is a tour. If there isn't then it is mostly a case of attending the meetings. If there is a tour, then the time commitment is greater but so are the rewards.

Normally 1 day a month.

SCOTTISH Co-ordinator**Who will I report to?**

The committee

Who will I be responsible for?

Scottish University Sailing Clubs

What is my role?

Organise 3 team racing qualifier events (SSS leagues 1,2,3) to complete by BUSA qualifier date

- Finding host clubs – Currently we use a bidding system where university clubs bid to host a particular event. Once this is decided, these clubs organise a lot of event logistics including finding extra helpers, hosting teams and organising socials, getting boats between venues and liaising with the venue.
- Finding venues – This is mostly proposed and covered by the host club but it is my job to ensure that it is a suitable venue that will accommodate us appropriately.
- Provision of a race committee – It works well to have the same committee for all 3 events, namely in the positions of PRO, Results Officer, Beach master, Start Boat Crew and Chief Umpire.
- Provision of umpires – This is one of the hardest parts! For 4 flights, at least 6 umpires are favourable.
- Providing SI's, league format, flight sheets, etc. – The league format and flight sheet may depend a lot on the number of teams and feedback from the previous year.
- Provision of prizes
- Feed of information for competing teams
- Ensuring smooth running of events

Be on the Scottish Student Sailing (SSS) committee

Work with Scottish Student Sport (also SSS)

Link BUSA and SSS

What else can you tell me about the role?

The above is the potential minimum workload for this role. However, on the SSS side of the role, there are a lot of other things to get involved with. In a typical year, Scotland hosts: SSS TR Coaches Coaching weekend, The Ceilidh Cup (Match Racing), SSS Dinghy Fleet Racing, the Louis Vuitton Cup (Yachting), SSS Ladies Team Racing Championships, SSS Yachting Fleet Racing Championships and SSS Team Racing Championships as well as the three league weekends.

How much time will I need to give to the role?

5hrs a week plus weekends

AREA CO-ORDINATORS (North/Midlands/South-Central/Western)

Who will I report to?

The committee

What is my role?

To communicate relevant BUSA proceedings with the USCs in the respective area, and also to act as a communication point for USCs in respective area to communicate with BUSA

To be responsible for the organisation of the Regional Team Racing qualifiers in my area

To assist with the running of BUSA events in my area

To promote student sailing in the area

To organise the team racing qualifier

To moderate minor disputes between Member Clubs

Report to the team racing coordinator with updates

Attend committee meetings representing the student body

What else can you tell me about the role?

Having a database of contact details for USCs in the region is extremely useful

It's really rewarding to see how BUSA is run

It is interesting to talk to people from different University clubs, and see how they do things

How much time will I need to give to the role?

Depending on regional events, and any extras around 1-2 hours a week, however this varies.

Also must give weekend of regional qualifiers up at act as event organiser.

MEDIA OFFICER

Who will I report to?

The committee

Who will I be responsible for?

N/A

What is my role?

Assist the Website editor

- Prepare pre/post event reports (inc. for press) for main BUCS-BUSA events
- Including interviewing competitors
- On occurrence: Bi-annual BUSA Tour, FISU, SYWoC, BUCS Champs, Ladies' TR Nationals

- Manage photographs for as many events as possible
- Monitor and help manage our presence on social media

What else can you tell me about the role?

Might be required to attend some BUSA events for photography

How much time will I need to give to the role?

7hrs/week. The odd weekend

HONORARY MEMBER

Who will I report to?

The committee

Who will I be responsible for?

N/A

What is my role?

To assist with BUSA matters.

To provide advice.

To help out at BUSA events.

What else can you tell me about the role?

This role provides general support for the committee.

How much time will I need to give to the role?

Varied, on average 1 day a month