



# BUSA Committee 2019-20

## Role Guidance & Descriptions

BLUE roles indicate roles available for election at the 2019 AGM.

Role	Term	Student (at time of election)/Volunteer	Max term
President	2 years	Volunteer	N/A
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice President	2 years	Volunteer or Student (Past BUSA Committee member preferred)	2 terms (4 years)
Chair	2 years	Student (Past BUSA Committee member preferred)	2 terms (4 years)
Vice Chair	1 year	Student	2 terms (2 years)
Honorary Treasurer	N/A	Volunteer	N/A
Development Officer	1 year	Student	2 terms (2 years)
Team Racing Officer	1 year	Student	2 terms (2 years)
Fleet Racing Officer	1 year	Student	2 terms (2 years)
Match Racing Officer	1 year	Student	2 terms (2 years)

Keelboat Officer	1 year	Student	2 terms (2 years)
Media Officer	1 year	Student	2 terms (2 years)
Scottish Area Chair	1 year	Student from Scottish University	2 terms (2 years)
Northern Area Chair	1 year	Student from Northern University	2 terms (2 years)
Midlands Area Chair	1 year	Student from Midlands University	2 terms (2 years)
South-Central Area Chair	1 year	Student from South-Central University	2 terms (2 years)
Western Area Chair	1 year	Student from Western University	2 terms (2 years)
Honorary Member(s)	N/A	Volunteer – Maximum of 3	None
BUSA Secretary	1 year rolling contract	Non-student employed by BUSA	N/A
NGB Representative	N/A	RYA Employee	N/A
BUCS Representative	N/A	BUCS Employee	N/A



# Role Descriptions:

## **PRESIDENT**

### ***Who will I report to?***

I advise the committee and inform the Chair on relevant matters

### ***What will I be responsible for?***

The President's role is to provide institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

- I will provide continuity to the committee, and assist in preserving BUSA's reputation. .
- I will provide 'senior guidance' as required and act as the final arbiter in the case of disputes within the workings of BUSA.
- I will support committee members in their roles as required.
- I will mentor the Chair and Vice-Chair in their roles.
- I will assist and push the Committee to meet its agreed targets and deadlines on behalf of the BUSA members, and help to guide the strategic plans of the committee.

### ***What else can you tell me about the role?***

Committee meetings happen roughly 6 times per year, which require my attendance.

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

Minimum of 4 meetings a year, and 1-2 hrs per month of admin work.

## **VICE PRESIDENT (2 posts)**

### ***Who will I report to?***

I will liaise with the President and Chair, and guide members of the committee as appropriate.

### ***What will I be responsible for?***

The Vice President's role is to provide short-term institutional memory to a committee with a high membership turnover. They are to dip in and provide expert guidance where required, and support members of the committee as they are invited, or see fit.

- I will take on an advisory role for the rest of the committee.
- I will act as a knowledge base for members of the committee, providing continuity between shorter term roles such as those of the regional representatives.
- I will work closely with the chair whilst setting strategy and policies for operations of the association.
- I will support committee members in their roles as required.
  - One VP will support the Area Chairs
  - One VP will support the Active committee and chair the Fixtures Committee

### ***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, its events, and may have sat previously on the committee.

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



Minimum of 4 meetings a year, and 1-2 hrs per week of admin work.

## **CHAIR**

### ***Who will I report to?***

I advise the committee and inform the President

### ***What will I be responsible for?***

The Chair's responsibilities extend from compiling the agenda and chairing committee meetings, to providing the central point of contact from BUSA to administration organisations including BUCS, ICSA and the RYA.

- I will compile the Agenda for each committee meeting with the Vice-Chair, and send to the Secretary.
- I will direct the Secretary as to the location, date and time of meeting venues to be booked.
- I will chair each committee meeting, or to invite the Vice-Chair to chair in my absence.
- I will communicate with administration organisations. Principally BUCS, ICSA and the RYA.
- I will represent student sailing at the appropriate BUCS forums.
- I will compile the agenda for each annual general or extraordinary general meeting, as directed by the committee.
- I will ensure that the committee application procedure is run fairly.

### ***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

2- 3 hours a week of admin

## **VICE CHAIR**

### ***Who will I report to?***

I will report to the chair and Executive Committee

### ***What will I be responsible for?***

The Vice Chair's responsibilities largely mirror the Chair's, in that they are to support the Chair in their duties. Specifically they are to liaise with major stakeholders which BUSA engage with, and to directly communicate with the SSS committee alongside the Scottish area representative.

The Vice Chair will also sit on the Fixture sub-committee.



- I will compile the Agenda for each committee meeting with the chair, and send to the Secretary.
- I will liaise directly with any additional organisations, such as SSS or regional committees which may arise in future.
- I will chair committee meetings when invited by the chair.
- I will compile the executive summary of each committee meeting
- I will communicate with major stakeholders: Sunsail, sponsors, and host clubs as required.
- I will represent student sailing at the appropriate BUCS forums alongside the chair.
- I will assist in compiling the Agenda for each annual general or extraordinary general meeting, as directed by the committee.
- I will ensure that the committee application procedure is run fairly.
- I will sit on any Fixture committee which may be created for event delivery.

***What else can you tell me about the role?***

The role requires a high level of organisation, and requires an effective working relationship with the chair, VPs and President.

***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

2-3 hours a week of admin

## **HONORARY TREASURER**

***Who will I report to?***

The committee

***What will I be responsible for?***

The Treasurer's role is to maintain the financial position of BUSA, through allocating achievable budgets, invoicing member clubs, and administering expenses.

- I will maintain and present accounts for each meeting and the AGM.
- I will set appropriate affiliation fees in line with the wider financial picture.
- I will invoice member clubs for affiliation fees.
- I will provide the fixtures committee with a budget for BUSA teams each year.
- I will scrutinise and pay committee expenses where appropriate.
- I will ratify each championship budget, as provided by the treasurer of the host organisation

***What else can you tell me about the role?***

Often fill an advisory role for other matters.

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

Minimum of 4 meetings a year, and in general, it varies between 1-2 hours per month to 1-2 hours every fortnight.



## **DEVELOPMENT OFFICER**

### ***Who will I report to?***

The committee

### ***What will I be responsible for?***

The Development Officer take responsibility for overseeing the development of student sailing through BUSA. This role is a development role, with a view to grow the BUSA provision of student sailing, through both training opportunities and membership consultation.

- I will identify the key areas of development needed within student sailing, with the help of the Area Chairs.
- I will communicate feedback from development events and consultation to the committee.
- I will inform the committee of the key development areas needed within student sailing.
- I will produce a development plan with the area chairs, which is achievable.
- I will identify areas of funding needed to further student development, and to put together funding requests with the help of the Treasurer.
- I will look to improve BUSA provision for all experience levels, including beginners.

### ***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 depending on the needs of students at the time.

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

Minimum of 4 meetings a year, and 2-3 hours per week.

## **TEAM RACING OFFICER**

### ***Who will I report to?***

The committee

### ***What will I be responsible for?***

The Team Racing Officer takes responsibility for overseeing the provision of team racing for BUSA, principally: the area qualifiers, the playoffs and the BUCS Team Racing Championship. They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will oversee the bidding process for:
  - Team Racing Finals
  - Team Racing Playoffs
  - Area Qualifiers
- I will act as the liaison between the committee and the host club for:
  - Team Racing Finals
  - Team Racing Playoffs
- I will communicate feedback from Team Racing events to the committee.
- I will sit on the fixtures committee with the FRO, MRO, KBO, VC, and VP.

### ***What else can you tell me about the role?***



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

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

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

**FLEET RACING OFFICER**

***Who will I report to?***

The committee

***What will I be responsible for?***

The Fleet Racing Officer take responsibility for overseeing the provision of fleet racing for BUSA, principally the BUCS Fleet Racing Championship. This role is a development role, with a view to grow the BUSA provision of Fleet Racing

They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will oversee the bidding process for the BUCS Fleet Racing Championships.
- I will act as the liaison between the committee and the host club for the BUCS Fleet Racing Championships.
- I will communicate feedback from Fleet Racing events to the committee.
- I will develop the provision of Fleet Racing for students.
- I will sit on the fixtures committee with the FRO, MRO, KBO, VC, and VP.

***What else can you tell me about the role?***

This role requires knowledge from competing in fleet racing events prior to becoming an officer.

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

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

**MATCH RACING OFFICER**

***Who will I report to?***

The committee

***What will I be responsible for?***

The Match Racing Officer take responsibility for liaising with the RYA in the provision of the Match racing championships. This role is a development role, with a view to grow the BUSA provision of Match Racing

They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will liaise with the RYA as to the provision of the Match Racing Championships.
- I will develop further opportunities for student match racing with the RYA.
- I will sit on the fixtures committee with the FRO, MRO, KBO and VP.

***What else can you tell me about the role?***



This role requires knowledge from competing in match racing events prior to becoming an officer.

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

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

**KEELBOAT OFFICER**

**Who will I report to?**

The committee

**What will I be responsible for?**

The Keelboat Officer takes responsibility for overseeing the provision of keelboat racing for BUSA, principally the BUCS Yachting Championships. This role is a development role, with a view to grow the BUSA provision of Keelboat sailing.

They also form part of the fixtures committee, to select BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will act as the liaison between the committee and Sunsail for the BUCS Yachting Championships.
- I will communicate feedback from keelboat events to the committee.
- I will organise keelboat training opportunities for students.
- I will sit on the fixtures committee with the FRO, MRO, VC, and VP.

**What else can you tell me about the role?**

This role requires knowledge from competing in keelboat/yachting events prior to becoming an officer.

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

Minimum of 4 meetings a year, and approximately 2 hours per week. This may increase in the run up to events.

**MEDIA OFFICER**

**Who will I report to?**

The committee

**What will I be responsible for?**

- I will manage and moderate BUSA's social media channels, principally Facebook, Instagram, Twitter, and Youtube.
- I will present and promote the championship events on social media.
- I will help the secretary maintain the website, including obtaining and publishing student-submitted event reports and news items.
- I will promote BUSA activities, both to student members and externally.

**What else can you tell me about the role?**

May be required to attend some BUSA events for media related duties.

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





Minimum of 4 meetings a year, and approximately 3hrs/week.

### **AREA CHAIR (5 posts – Scottish/Northern/Midlands/South-Central/Western)**

#### **Who will I report to?**

The committee

#### **What will I be responsible for?**

The Area Chairs are to act as the BUSA point of contact in their area, providing the structure to ensure a link between the BUSA committee and the affiliated University Sailing Clubs in that area.

- I will set up and facilitate discussion in my respective area.
- I will communicate the actions of the committee to those in my area, and feedback the views of affiliates in my area. This may be via the maintenance of an area Facebook group.
- I will support the Team Racing Officer in running the bidding process for my area qualifier.
- I will act as the liaison between BUSA and the host of their area BUCS Team Racing Qualifier. I may also be required to be the Event Director at the Qualifier event.
- I will support the Fleet Racing, Match Racing and Keelboat Officers with the promotion and delivery of their events (if required).
- I will support the Development Officer by informing them of my area's Development needs and facilitate the provision of development opportunities.
- POTENTIAL GROWTH: These roles have been given the title of Chair to encourage regional committee development if desired.

#### **What else can you tell me about the role?**

Maintaining good contact with USCs in the region is extremely useful.

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

Minimum of 4 meetings a year, and depending on regional events, and any extra roles undertaken, around 1-2 hours a week. This can vary during times of peak activity.

Will be required to act as event organiser for the regional BUCS Team Racing Qualifiers events.



## **HONORARY MEMBER(S)**

### **Who will I report to?**

The committee.

### **What will I be responsible for?**

- I will assist with BUSA matters.
- I will provide advice.
- I will help out at BUSA events.

### **What else can you tell me about the role?**

The honorary member's role is to provide the committee with the ability to invite those with expertise in certain areas onto the committee, to aid with the provision of service, governance, or development.

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

Varied, on average 1 day a month