

# BUSA Committee 2021-22



## Roles eligible for nominations

## Committee Structure

Blue indicates roles eligible for nominations at the 2021 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 Coordinator	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)
Eastern Area Chair	1 year	Student from Eastern University	2 terms (2 years)
Honorary Member(s)	N/A	Volunteer - Maximum of 3	None

The BUSA Committee also includes the Secretary, contracted to BUSA on a yearly basis, and representatives from the RYA and BUCS.

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## Descriptions for available roles:

### ***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 organisations including ICSEA and the RYA.

- I will oversee all BUSA activities, delegating actions and supporting committee members as needed.
- 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 invite the Vice-Chair to chair in my absence.
- I will compile the executive summary of each committee meeting.
- I will communicate with administration organisations. Principally ICSEA and the RYA.
- I will represent student sailing at the appropriate forums.
- I will compile the agenda for each annual general or extraordinary general meeting, as directed by the committee. I will work closely with the administrator and vice-chair to compile and carry out an annual calendar of BUSA activities.
- 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 however this role enables you to implement visions and ideas of your own and your committees to create lasting change within UK university student sailing.

#### ***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 and 3- 5 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 and partners which BUSA engage with, and to help ensure all BUSA projects, partnerships and policies are accompanied with appropriate and up to date paperwork.

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

- I will support other committee members with their duties as required.
- 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 communicate with major stakeholders: Yachting National host when asked to do so by the administrator, partners, and host clubs as required.
- I will represent student sailing at the appropriate 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 lead communications to BUSA Alumni.

### ***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, committee members and administrator.

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

Minimum of 4 committee meetings per year.

BUSA AGM plus representative activity.

3-5 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. They do not have to be a current university club member.

- 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 and the Development Officer with a budget for the BUSA Development Fund, following liaison with the Chair.
- I will scrutinise and pay committee expenses where appropriate.
- I will ratify each championship budget, as provided by the treasurer of the host organisation.
- I will set and manage the BUSA budget each year to ensure BUSA are self-sufficient. I will report on progress for this action to the RYA when required, as set out in the Contract.

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

This individual often fills an advisory role for other matters. They should be certain they will have sufficient time to complete time critical tasks during busy periods of the year including October when membership fees must be invoiced and paid, and before each BUSA Championship.

### *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.
- I will look to improve diversity and inclusivity within University sailing.

### ***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. This is also a role where you get out what you put in, so we are looking for someone with clear ideas and motivation for change.

### ***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, with the Championship Technical Delegate(s).

They also form part of the fixtures committee, considering the competitive and development goals of BUSA to select representative 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 all stages of the BUCS Team Racing Championship.
- 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 TDs where appropriate.
- I will support the administrator to co-ordinate and distribute the pre-event race documentation for the Team Racing Championship.
- I will attend the Team Racing Finals as Event Director or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or I am competing.

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

This role requires knowledge from competing in Team Racing events prior to becoming an officer. It also requires clear and concise communication with multiple clubs/individuals.

### ***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 takes responsibility for overseeing the provision of fleet racing for BUSA, principally the BUCS Fleet Racing Championship, with the Championship Technical Delegate(s). 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, considering the competitive and development goals of BUSA to select representative 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 TRO, MRO, KBO, VC and TDs where appropriate.
- I will support the administrator to co-ordinate and distribute the pre-event race documentation for the Fleet Racing Championship.
- I will attend the Fleet Racing Championships as Event Director or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or I am competing.

### ***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 takes responsibility for liaising with the host club/organisation in the provision of the Match Racing Championships. This role is a development and competition role, with a view to grow the BUSA provision of Match Racing. This may include facilitating the integration of Match Racing development events.

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

- I will oversee the bidding process for the BUCS Match Racing Championships.
- I will act as the liaison between the committee and the host club/organisation for the BUCS Match Racing Championships.
- I will communicate feedback from Match Racing events to the committee.
- I will work to develop further opportunities for student match racing.
- I will sit on the fixtures committee with the FRO, TRO, KBO, VC and TDs where appropriate.
- I will support the administrator to co-ordinate and distribute the pre-event race documentation for the BUCS Match Racing Championship.
- I will attend the Match Racing Championships as Event Director if required or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or competing.

### ***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, considering the competitive and development goals of BUSA to select representative BUSA teams, identify events to attend, and facilitate the attendance at them.

- I will act as the liaison between the committee and host organisation 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, TRO, VC and TDs where appropriate.
- I will support the administrator to co-ordinate and distribute the pre-event race documentation for the BUCS Yachting Championship.
- I will attend the BUCS Yachting Championships as Event Director if required or appoint an appropriate Event Director from the BUSA committee if I am unable to attend or competing.

### **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 COORDINATOR**

### **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 obtain event reports from University sailing events throughout the year which can then be published by the Secretary onto the BUSA website
- I will proactively promote BUSA activities, both to student members and externally.
- I will proactively source media material for publishing.
- I will manage and update a media calendar.
- I will create and distribute media plans before each BUSA event.
- I will endeavor to attend BUSA major championships in person.
- I will coordinate the BUSA Instagram story take-overs throughout the year.

### **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.



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## **AREA CHAIR (6 posts - Scottish/Northern/Midlands/South-Central/Western/Eastern)**

### **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 oversee delivery of BUCS Championship events in my area, which may include supporting the Team Racing Officer in running the bidding process for the BUCS Team Racing area qualifier. The post-holder will NOT be required to direct the event/s.
- I will create inter-regional training partnerships and organisational affiliations, with the aim of improving overall regional performance.
- I will support the Fleet Racing, Match Racing and Keelboat Officers with the promotion and delivery of their events (if required).
- POTENTIAL GROWTH: These roles have been given the title of Chair to encourage regional committee development if desired. This has begun with each area electing an Area Development Officer in 2020-21.

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

Maintaining good contact with USCs in the region is extremely useful. There will be opportunities to get involved with other projects during the individuals time on committee.

### **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.



## **HONORARY MEMBER(S)**

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

The committee.

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

- I will assist with BUSA matters depending on my area of specialty.
- I will provide advice to committee members.
- I will help out at BUSA events where appropriate.

### **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.