

BUSA Committee 2020-21



Roles eligible for nominations

Committee Structure

Blue indicates roles eligible for nominations at the 2020-21 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)
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.

Descriptions for available roles:

VICE PRESIDENT 2020-22 (2-year term)

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 Discipline Officers and sit on 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, it's 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.



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 communicate with major stakeholders: Sunsail, sponsors, 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 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

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.

- 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.
- 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?

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.
- 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.

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 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 VP.
- I will 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 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

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. 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 TRO, MRO, KBO, VC, and VP.
- I will co-ordinate and distribute the 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 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 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, TRO, KBO, VC and VP.
- I will co-ordinate and distribute the race documentation for the Match Racing Championship.
- I will attend the Match Racing Championships as Event Director 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, 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, TRO, VC, and VP.
- I will co-ordinate and distribute the race documentation for the Yacht Racing Championship.
- I will attend the Yacht Racing Championships as Event Director 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 co-ordinate 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.



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.



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