

BUSA Committee 2022-23

Committee Structure - Roles in Yellow are up for election

	Role	Term	Requirements:	Election
1	President	2 years	Volunteer	No (2021-23)
2	Vice President	2 years	BUSA Committee experience preferred	Yes
3	Chair	2 years	Student, BUSA Committee member preferred	No (2021-23)
4	Secretary (Administrator)	N/A	Contracted to BUSA on a yearly basis.	N/A
5	Vice Chair	1 year	Student	Yes
6	Honorary Treasurer	N/A	Volunteer	Yes
7	Development Officer	1 year	Student	Yes
8	Team Racing Officer	1 year	Student	Yes
9	Fleet Racing Officer	1 year	Student	Yes
10	Match Racing Officer	1 year	Student	Yes
11	Keelboat Officer	1 year	Student	Yes
12	Media Officer	1 year	Student	Yes
13	Scottish Area Chair	1 year	Student from Scottish University	Yes
14	Northern Area Chair	1 year	Student from Northern University	Yes
15	Midlands Area Chair	1 year	Student from Midlands University	Yes
16	South-Central Area Chair	1 year	Student from South-Central University	Yes
17	Western Area Chair	1 year	Student from Western University	Yes
18	Eastern Area Chair	1 year	Student from Eastern University	Yes

19	Tour Manager	2 years	Student	Yes (provided AGM voted in)
20	Honorary Member(s)	N/A	Volunteer – Maximum of 3	N/A

Executive Committee:

PRESIDENT

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.

Approximately 1 to 2 hours of work a month.

Responsibilities

- Provide continuity to the committee, and assist in preserving BUSA's reputation.
- Provide 'senior guidance' as required and act as the final arbiter in the case of disputes within the workings of BUSA.
- Support committee members in their roles as required.
- Mentor the Chair and Vice-Chair in their roles.
- 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.

VICE PRESIDENT

Approximately 1-2 hours per week.

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. The role is best suited to people who have experience on the BUSA committee or have been a senior member of a USC committee, and have a broad knowledge across the different sailing disciplines.

Responsibilities

- Take an advisory role for the rest of the committee.
- Act as a knowledge base for members of the committee, providing continuity between shorter term roles such as those of the regional representatives.
- To support committee members in their roles as required.
- To sit on BUSA sub-committees as appropriate.

CHAIR

Lead of the committee and direct contact to the president.

Requires approx. 3-5 hours a week of admin.

The role enables you to implement your vision of UK university student sailing.

Responsibilities

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

- ❖ Oversee all BUSA activities, delegate actions and support committee members in their roles
- ❖ Work closely with the Secretary and Vice Chair to deliver an annual calendar of BUSA activities
- ❖ Compile Agenda for and Chair committee meetings
- ❖ Compile an executive summary of committee meetings
- ❖ Communicate with administrative organizations, principally ICSA and the RYA.
- ❖ Represent student sailing at appropriate forums
- ❖ Compile the agenda for each annual general or extraordinary general meeting, as directed by the committee.

VICE CHAIR

Works closely with the chair to oversee BUSA activities and support the committee in their roles.

Requires approx. 3-5 hours a week of admin.

Responsibilities

- ❖ Liaise with major stakeholders and partners - these have included Rooster, K Sail and Andrew Simpson Foundation in the past
- ❖ Help ensure BUSA projects, partnerships and policies are up to date with all the appropriate paperwork
- ❖ Support other committee members
- ❖ Chair committee meetings in the Chair's absence and assist with compiling the agenda for each annual general or extraordinary meeting

HONORARY TREASURER

Time commitment varies between 1-2 hours per month to 1-2 hours every fortnight. It is important that the treasurer has time to complete critical tasks during the busy periods of the year - October (memberships) and April (BUSA Championship Finals)

Responsibilities

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.

- Set and manage the BUSA budget each year to ensure sustainability and self-sufficiency.
 - Maintain and present accounts for each meeting and the AGM.
 - Report on progress to the RYA where required, as set out in the contract
 - Set appropriate affiliation fees in line with the wider financial picture.
 - Invoice member clubs for affiliation fees.
 - Produce a budget in conjunction with the Development Officer for the BUSA Development Fund, following liaison with the Chair.
 - Scrutinize and pay committee expenses where appropriate.
- Support host organizations in producing championship budgets

Discipline Officers:

DEVELOPMENT OFFICER

The Development Officer oversees 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.

Approx. 2-3 hours per week

Responsibilities

- Identify the key areas of development needed within student sailing, with the help of the Area Chairs.
- Communicate feedback from development events and consultation to the committee.
- Inform the committee of the key development areas needed within student sailing.
- Oversee the completion of the annual development survey, summarise results, discuss and share appropriately.
- Produce a development plan with the area chairs, which is achievable.
- Identify areas of funding needed to further student development, and to put together funding requests with the help of the Treasurer.
- Look to improve BUSA provision for all experience levels, including beginners.
- Look to improve diversity and inclusivity within University sailing.
- Adaptability - can respond to the role how you want to - can make what you want from it

TEAM RACING OFFICER

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.

Approx. 2 hours a week - greater time required in lead up to championship events.

Responsibilities

- Oversee the bidding process for the BUSA Team Racing Championships including the regional qualifiers, playoffs and championship finals.
- Act as the liaison between the committee and the host club for all stages of the BUCS Team Racing Championship.
- Communicate feedback from Team Racing events to the committee.
- Support the administrator to co-ordinate and distribute the pre-event race documentation for the Team Racing Championship.
- Attend Team Racing Finals as Event Director or appoint an appropriate Event Director from the BUSA committee unable to attend or competing.

FLEET RACING OFFICER

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).

Approx. 2 hours per week

Responsibilities

- Oversee the bidding process for the BUCS Fleet Racing Championships.
- Act as the liaison between the committee and the host club for the BUCS Fleet Racing Championships.
- Communicate feedback from Fleet Racing events to the committee.
- Develop the provision of Fleet Racing for students.Fleet
- 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.

MATCH RACING OFFICER

The Match Racing Officer liaises with the host club/organisation to enable the provision of the Match Racing Championships.

Approx. 2 hours per week.

Responsibilities

- Oversees the bidding process for the BUCS Match Racing Championships.
- Acts as the liaison between the committee and the host club/organisation for the BUCS Match Racing Championships.
- Communicates feedback from Match Racing events to the committee.
- Development - seek further opportunities for student match racing.BUCS Match Racing Championship.
- To attend the Match Racing Championships as Event Director if required or appoint an appropriate Event Director from the BUSA committee unable to attend or competing.

KEELBOAT OFFICER

The Keelboat Officer takes responsibility for overseeing the provision of keelboat racing for BUSA, principally the BUCS Yachting Championships. Act as the liaison between the committee and host organisation for the BUCS Yachting Championships.

Approx. 2 hours per week.

Responsibilities

- Communicate feedback from keelboat events to the committee.
- Organise keelboat training opportunities for students.
- Support the administrator to co-ordinate and distribute the pre-event race documentation for the BUCS Yachting Championship.

- 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.

MEDIA OFFICER

Approx. 3 hours per week. May be required to attend some BUSA events for media related duties.

Responsibilities

- Manage and moderate BUSA's social media channels, principally Facebook, Instagram, Twitter, and YouTube.
- Proactively promote BUSA activities, both to student members and externally.
 - Present and promote the championship events on social media, and create and distribute media plans in absence.
 - Obtain event reports from University sailing events throughout the year which can then be published by the Secretary onto the BUSA website
- Manage and update a media calendar.
 - Coordinate the BUSA Instagram story take-overs throughout the year.

Area Chair:

Northern/Midlands/South-Central/Western/Eastern Area Chair

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.

Approx. 1-2 hours per week.

Responsibilities:

- Set up and facilitate discussion in my respective area.
- 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.
- Support the Fleet Racing, Match Racing and Keelboat Officers with the promotion and delivery of their events (if required).
- Support the Development Officer by informing them of my area's Development needs and facilitate the provision of development opportunities.
- Maintain good contact with USCs in the region

Scottish Area Chair

Approx. 2-3 hours per week (possibly more in the weeks leading up to each Qualifier weekend)

On top of the responsibilities above, the Scottish Area Chair shall organise the three Scottish Team Racing League weekends and attend as Event Director. This will involve:

- Liaising with SSSailing Secretary to finalise the SSSailing budget
- Opening, and overseeing the event bidding process
- Liaising with host Universities to arrange towing of fireflies, RIBs, sufficient number of volunteers, venue, start and finish boats, catering
- Arranging race officials and being their main point of contact throughout the events
- Assisting University Sailing Clubs with the BUCS entry process
- Updating and publishing event info as required (Event hosting guide and bidding form, Sailing Instructions, Emergency Procedures, Event Claims Forms etc)
- Drafting, publishing, and printing flight sheets ahead of each weekend.
- Keeping track of SSSailing box of dreams (clip boards, battens, autohoot, umpire flags, first aid kit etc), SSSailing radios, race bibs, printer, and laminator. Make sure these arrive at each event.

Honorary Member(s):

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.

Responsibilities

- Assist with BUSA matters.
- Provide advice to committee members.
- Help out at BUSA events where appropriate.

Proposed New Committee Role: Tour Manager

The role requires knowledge of all the BUSA disciplines, and good coordination and a proactive approach is required. A working understanding of finances and spreadsheet management will be useful but not compulsory as the treasurer can help where needed. The role requires flexibility from the post holder and is subject to change as the tour requirements are finalised.

Around 2 hours a week of admin time is required, to increase substantially in the run up to the tour.

Responsibilities

- To act as the liaison between BUSA and ICSA with regards to the BUSA Tour.
- To coordinate and manage the BUSA Tour.
- To coordinate and distribute the race documentation for the Tour.
- To create a Tour budget which is approved by the BUSA Treasurer
- To create an extensive schedule and program for the Tour.
- To gather feedback following the tour from the team members and organise a call with the ICSA representative to ensure necessary changes can be made.