



# **BUSA Committee 2026-27**

**Roles eligible for nominations**



# Committee Structure

Roles eligible for nomination at the 2026 AGM are coloured in **Blue**

<b><u>Role</u></b>	<b><u>Term</u></b>	<b><u>Student (at time of election) / Volunteer</u></b>	<b><u>Max term</u></b>
President	2 years	Volunteer	N/A
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	2 terms (2 years)
Northern Area Chair	1 year	Student	2 terms (2 years)
Midlands Area Chair	1 year	Student	2 terms (2 years)
South-Central Area Chair	1 year	Student	2 terms (2 years)
Western Area Chair	1 year	Student	2 terms (2 years)
Eastern Area Chair	1 year	Student	2 terms (2 years)
Honorary Member(s)	N/A	Volunteer - Maximum of 3	None

## Descriptions of available roles:



BUSA Team Racing Finals 2025 - Oli King Photography





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## **VICE-PRESIDENT**

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

The Vice-President (VP) will report to the Chair and to the Executive Committee

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

The VP will liaise with the President and Chair, and guide members of the committee as appropriate

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

The successful candidate will demonstrate previous experience working with BUSA either directly or indirectly, and will demonstrate thorough knowledge and understanding of University Sailing. The role requires a high level of communication and working relationships with the rest of the committee

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

A minimum of 4 committee meetings per year, as well as attendance at BUSA AGM and representative activity. The workload may vary depending on the projects you choose to be involved with, but on average the role may require up to 3 hours per week.



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## **VICE CHAIR**

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

The Vice Chair will report to the Chair and to the 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 with which BUSA engages, and to help ensure that all BUSA projects, partnerships and policies.

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 and general meeting with the Chair and send it to the Secretary
- I will liaise directly with any additional organisations, such as SSS or regional committees which may arise in the future
- I will chair committee meetings when invited by the Chair
- I will communicate with major stakeholders including partners and host clubs when required
- I will represent student sailing at appropriate forums alongside the Chair
- 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 successful candidate will demonstrate previous experience working with BUSA either directly or indirectly, and will demonstrate thorough knowledge and understanding of University Sailing. The role requires a high level of communication and working relationships with the rest of the committee

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

A minimum of 4 committee meetings per year, as well as attendance at BUSA AGM and representative activity. The workload may vary depending on the projects you choose to be involved with, but on average the role may require up to 3 hours per week.



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## **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 and charter 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. Theft 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?**

A minimum of 4 committee meetings per year, and in general, it varies from 1 - 5 hours per week depending on the time of year



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## **DEVELOPMENT OFFICER**

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

The Development Officer will report to the Committee

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

The Development Officer will take responsibility for overseeing the development of student sailing through BUSA. The 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 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?**

A minimum of 4 committee meetings per year, and 2-3 hours per week.



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## **TEAM RACING OFFICER**

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

The Team Racing Officer will 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 subcommittee, considering the competitive and development goals of BUSA in order to select representative BUSA teams, identify events to attend and facilitate attendance at them.

- I will oversee the bidding process for: Team Racing Finals; Team Racing Playoffs; Team Racing Regional 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 BUSA 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?**

A minimum of 4 committee meetings per year, and varying time from 2 - 6 hours per week. This may increase in the run up to events.



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## **FLEET RACING OFFICER**

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

The Fleet Racing Officer will report to the Committee

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

The Fleet Racing Officer takes responsibility for overseeing the provision of fleet racing for BUSZA, principally: the BUCS Fleet Racing Championship, with the Championship Technical Delegate(s). This role is a development role, with a view to grow the BUSZA provision of Fleet Racing. They also form part of the fixtures subcommittee, considering the competitive and development goals of BUSZA in order to select representative BUSZA teams, identify events to attend and facilitate 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 all stages of the BUCS Fleet Racing Championship
- I will communicate feedback from Fleet Racing events to the committee
- I will sit on the fixtures committee with the TRO, MRO, KBO, VC and TDs where appropriate
- I will support the BUSZA administrator to co-ordinate and distribute the pre-event race documentation for the Team Racing Championship
- I will attend the Fleet Racing Championships as Event Director or appoint an appropriate Event Director from the BUSZA 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. It also requires clear and concise communication with multiple clubs/individuals

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

A minimum of 4 committee meetings per year, and varying time from 2 hours per week. This may increase in the run up to events.



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## **MATCH RACING OFFICER**

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

The Match Racing Officer will report to the Committee

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

The Match Racing Officer takes responsibility for overseeing the provision of match racing for BUSA, principally the BUCS Match Racing Championships with the Championship Technical Delegate(s). This role is a development role, with a view to grow the BUSA provision of Match Racing. They also form part of the fixtures subcommittee, considering the competitive and development goals of BUSA in order to select representative BUSA teams, identify events to attend and facilitate 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 for all stages of the BUCS Match Racing Championship
- I will communicate feedback from Team Racing events to the committee
- I will sit on the fixtures committee with the FRO, TRO, KBO, VC and TDs where appropriate
- I will support the BUSA administrator to co-ordinate and distribute the pre-event 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 I am 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. It also requires clear and concise communication with multiple clubs/individuals

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

A minimum of 4 committee meetings per year, and varying time from 2 hours per week. This may increase in the run up to events.



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## **KEELBOAT OFFICER**

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

The Keelboat Officer will 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 Inshore Championships and the Coastal Championships with the Championship Technical Delegate(s). They also form part of the fixtures subcommittee, considering the competitive and development goals of BUSA in order to select representative BUSA teams, identify events to attend and facilitate attendance at them.

- I will act as the liaison between the Committee and the host club for all stages of the BUCS Yachting Inshore Championships and the Coastal Championships
- I will communicate feedback from keelboat events to the committee
- I will sit on the fixtures committee with the FRO, MRO, TRO, VC and TDs where appropriate
- I will support the BUSA administrator to co-ordinate and distribute the pre-event race documentation
- I will attend the BUCS Yachting Inshore Championships and the Coastal 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 keelboat/yachting 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?**

A minimum of 4 committee meetings per year, and varying time from 2 hours per week. This may increase in the run up to events.



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## **MEDIA COORDINATOR**

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

The Media Coordinator will report to the Committee

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

The Media Coordinator will:

- Manage and moderate BUSA's social media channels, principally Facebook, Instagram and WhatsApp
- Present and promote the championship events on social media
- Obtain race reports from University sailing events throughout the year which can then be published by the Secretary onto the BUSA website
- Proactively promote BUSA activities, both the student members and externally
- Proactively source media material for publishing
- Manage and update a media calendar
- Create and distribute media plans before each BUSA event
- Endeavour to attend major BUSA Championships in person
- Coordinate the USA Instagram story take-overs throughout the year

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

This role may be required to attend some BUSA events for media related duties.

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

A minimum of 4 committee meetings per year, and approximately 3 hours per week.



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## **AREA CHAIRS (5 POSTS)**

### **SOUTH-CENTRAL/WESTERN/EASTERNA/ NORTHERN/MIDLANDS**

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

The Area Chairs will 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 or alternative method of communication
- I will assist in delivery of BUCS Championships events in my area, which may include supporting the Team Racing Officer in running the bidding process for the BUCS Team Racing regional 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 FRO, MRO and KBO with the promotion and delivery of their events (if required)

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

Maintaining good contact with USCs in BUSA's regions is extremely useful. There will be opportunities to get involved with other projects during the individual's time on committee.

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

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



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## **SCOTTISH AREA CHAIR / SSS REP**

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

The Scottish Area Chair will report the BUSA and SSS Committees

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

The Scottish Area Chair will act as the main liaison between the BUSA Committee and the Scottish Student Sailing Committee. Alongside the usual responsibilities of an Area Chair they shall also organise the three SSS Team Racing League weekends and attend as Event Director. This will involve:

- Liaising with the SSS Secretary to finalise the SSS 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
- Drafting, publishing and printing flight sheets ahead of each weekend
- Keeping track of SSS box of dreams, SSS radios, race bibs, printer, and laminator. Make sure these arrive at each event

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

Maintaining effective communication between BUSA, SSS and Scottish USCs is critical. There will be opportunities to get involved with other projects during the individual's time on committee.



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## **HONORARY MEMBER(S)**

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

Honorary Members will report the Committee

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

Up to three Honorary Members may be appointed by the Committee each year. They will:

- Assist with BUSA matters depending on their area of specialty
- Provide advice to committee members
- 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