

BUSA OFFICER ROLES & RESPONSIBILITIES 2013-14

Volunteering for the BUSA Committee can be a rewarding experience, giving you vital work experience to add to your CV. There are various roles, but a majority require some leadership skills as a minimum. Out of pocket expenses for travelling on behalf of BUSA are reimbursed by BUSA.

Roles available for nomination for the 2013-14 Committee are:

1. Vice President x 1

Reports to: The General Committee.

Overall responsibility: The Vice Presidents provide continuity on the Committee, providing a knowledge base, assisting in developing policy and helping to promote BUSA and student sailing generally .

Term: 24 months

Desirable competencies and experience:

- To have been a member of the BUSA Committee, to have helped to run a major BUSA event, or to have represented BUSA and have experience and understanding of its range of activities.
 - To either be a final year or graduate student, who has sailed for a number of years-
 - To be available to attend Committee meetings (min. one per year and tele-conferences) and some events.
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2. Chairman x 1

Reports to: President & Vice Presidents

Overall responsibility: For leading and assuring the effective running of BUSA; chairing the BUSA Committee

Term: 24 months (Elected bi-annually)

Key areas of responsibility:

- To ensure the effective day to day running of the Association, in conjunction with the BUSA Secretary at the RYA.
- To ensure that BUSA is managed to the standards expected on behalf of BUCS and the RYA.
- To ensure that members of the General Committee understand their roles and play their part in actively running BUSA.
- To set the dates and agendas for all BUSA meetings, in conjunction with the Secretary.
- To have a clear understanding of the Constitution.
- To ensure that BUSA's reputation is promoted and upheld.
- To take an active interest in all aspects of BUSA.
- To ensure that active steps are taken to engender sponsorship opportunities are actively sought to promote university sailing.
- To arrange an effective handover to their successor.

Liaises with: BUSA Members, BUSA Committee Members, BUCS, RYA.

Desirable competencies and experience:

- To have sat on the BUSA Committee, to have helped to run a major BUSA event, and/or to have represented BUSA and have experience and understanding of its range of activities.
 - To have demonstrably excellent organisational and communication skills.
 - To be available to attend Committee meetings (tele-conferences) and some events
 - To be a student, or graduate student, for a minimum of one year whilst holding this position.
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3. Team Racing Co-ordinator x 1

Reports to: The General Committee and Technical Delegates

Overall responsibility: The promotion and co-ordination of university Team Racing

Term: One year (elected annually)

Key areas of responsibility:

- To chair, and give leadership to, the BUSA Team Racing Working Group.
- To be responsible for leading and supporting the Area Co-ordinators.
- To have overall responsibility for all BUSA team racing matters.
- To oversee, and ensure the fair running of, the Team Racing Qualifiers generally, and to co-ordinate the work of the Area Co-ordinators who attend and oversee each Qualifier.
- To oversee, and ensure the fair running of, the BUSA Playoff Competition with the host university.
- To ensure suitable communicator(s) are delegated to liaise with the BUSA website editor so as to ensure effective Facebook, website and, as appropriate, press coverage of events, including, where possible, provision of photographs.

- To participate in, and oversee the work of the BUSA Team Racing Championships Organising Committee (hosting university).
- To arrange an effective handover to their successor.

Liaises with: the General Committee, the BUSA Team Racing Working Group, the BUSA Team Racing Championships Organising Committee, the venues/host university, the Secretary, Area Coordinators and Technical Delegates.

Desirable competencies and experience:

- To have excellent organisational and communications skills.
- To have a good understanding of team racing.
- To be available to attend Committee meetings (tele-conferences) and some events.
- To have a sound knowledge and experience of Team Racing.
- To have sailed in a BUSA event.

4. Area League Co-ordinators (South Central, Western, Northern, Midland, Scotland) x5

Reports to: The Team-Racing Co-ordinator, Technical Delegates and the General Committee

Overall responsibility: Runs their area, maintaining good contact and communication with USCs in membership of BUSA and potential USCs in colleges where sailing is developing, and organising the Qualifiers for the area, as well as providing a source of intelligence from their area for the General Committee.

Term: One year (elected annually)

Key areas of responsibility:

- To manage BUSA Team Racing activities in the area.
- To organise the BUSA Team Racing Qualifiers and other Area Championships (if required).
- To ensure suitable communicator(s) are delegated to liaise with the BUSA website editor so as to ensure effective Facebook, website and, as appropriate, press coverage of events, including, where possible, provision of photographs.
- To contribute to the work of the BUSA Team Racing Working Group, of which he/she is a member.
- To ensure any area issues and disputes are escalated to the technical Delegates and BUSA Chair.
- To promote ALL BUSA activities and events to their area.
- To work closely with the universities in the area, involving USCs in what is going on and ensuring effective communication.
- To encourage and support new, and potential, USCs in developing their activities with a view to their becoming involved in inter-university competition and full BUSA membership..
- To liaise with the Men's and Ladies Captains about sailors with talent and potential within their areas.
- To develop plans in how to improve the university sailing in their area.
- To arrange an effective handover to their successor.
- As a member of the General Committee, to contribute to the development of BUSA generally.
- The Scottish Co-ordinator will also be a member of the Scottish Student Sailing Committee and provide effective communication with the General Committee.

Liaises with: the General Committee, USC Captains, venues.

Desirable competencies and experience:

- To have excellent organisational and communication skills.
- To be available to attend Committee meetings (tele-conferences) and some events.
- To be committed to strengthening and developing student sailing.
- To have a sound knowledge and experience of Team Racing.
- To have sailed in a BUSA event.

5. Keelboat Officer

Reports to: The General Committee

Overall responsibility: To liaise with the RYA and assist, where necessary, in promoting match and keelboat racing to students.

Term: One year (elected annually)

Key areas of responsibility:

- To promote participation in keelboat and match racing events to students.
- To assist the RYA and host club/university with the organisation of the Yachting Nationals (Sourcing Volunteers and arranging the social programme).
- To liaise with the Men's and Ladies' Captains to obtain their help identifying potential BUSA team members.
- To arrange an effective handover to their successor.

Liaises with: BUSA Members, BUSA Committee Members, event organising authorities.

Desirable competencies and experience:

- To have good organisational and communication skills.

- To be available to attend Committee meetings (tele-conferences) and some events.
- To be committed to strengthening and developing student sailing.
- Knowledge of Keelboats/Match Racing.
- To have sailed in a BUSA event.

6. Men's & Ladies' Captains x 2

Reports to: The General Committee
 Overall responsibility: Event and Team selection
 Term: One year (elected annually)

Key areas of responsibility:

- To proactively recruit sailors to represent BUSA in all disciplines.
- To promote BUSA at external events.
- To select events for BUSA teams to enter.
- To select the best team to represent BUSA in such events.
- To ensure suitable communicator(s) are delegated to liaise with the BUSA website editor so as to ensure effective Facebook, website and, as appropriate, press coverage of events, including, where possible, provision of photographs.
- To initiate the organisation of the American-BUSA exchange in such a year, to pass onto the BUSA Tour Captain.
- To arrange an effective handover to their successor.

Liaises with: BUSA Members, BUSA Committee Members, event organising authorities.

Desirable competencies and experience:

- To have good organisational and communication skills (essential).
- To be committed to strengthening and developing student sailing.
- To have sailed in BUSA events, preferably as a USC team captain.
- To have leadership experience and to be able to effectively represent BUSA at events.
- To have demonstrable experience in exercising objective judgement, particularly in respect of selection and team building.
- To be available to attend Committee meetings (tele-conferences) and some events.
- To have sailed in a BUSA event.

7. Tour Captain (Not available for Nomination, as the BUSA Men's Captain from the previous year takes on this role)

Reports to: Men's Captain & BUSA Chairman
 Overall responsibility: Bi-Annual Tour (events and team)
 Term: April 2013 – September 2013

Key areas of responsibility:

- To create a fair selection policy and application process.
- To proactively recruit sailors to represent BUSA in all disciplines.
- Plan the budget and timetable for the Trophy events.
- Select with the Selectors the best team to represent BUSA in such events.

Liaises with: BUSA Members, BUSA Committee Members, Venues, RYA and US team.

Desirable competencies and experience:

- To have good organisational and communication skills (essential).
- To have sailed in BUSA events, preferably as a USC team captain.
- To have leadership experience and to be able to effectively represent BUSA at events.
- To have demonstrable experience in exercising objective judgement, particularly in respect of selection and team building.
- To be available to attend Committee meetings (tele-conferences).
- To have sailed in a BUSA event.
- To be available to travel with the team during the Tour.

8. Tour PR/Sponsorship

Reports to: Tour Captain, Secretary
 Overall responsibility: Bi-Annual Tour PR and Sponsorship
 Term: April 2013 – September 2013

Key areas of responsibility:

- To ensure suitable communication with the BUSA website editor so as to ensure effective Facebook, website and, as appropriate, press coverage of events, including, where possible, provision of photographs.
- To seek appropriate sponsorship for the Team and Trophy matches.

Desirable competencies and experience:

- To have excellent communication skills (essential) with experience of Facebook and twitter.
 - To have sailed in BUSA events, preferably as a USC team captain.
 - To have demonstrable experience in sourcing sponsors.
 - To be available to travel with the team during the Tour.
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