

## **COMMITTEE ROLES 2016-17 - OFFICER ROLES & RESPONSIBILITIES**

### **1. Honorary President**

He/she will advise BUSA upon request, and will be available to attend at least one BUSA event per year.

### **2. Vice Presidents (One of two)**

**Reports to:** The General Committee.  
**Overall responsibility:** The Vice Presidents act as continuity links on the committee and act as a knowledge base.  
**Term:** 24 months

#### **Desirable abilities:**

- To have sat on the BUSA Committee, to have helped to run a Major BUSA event, or to have represented BUSA.
- To either be a final year student or postgraduate student who have sailed for a number of years.
- To be available to attend Committee meetings (Min. 1 per year).

### **3. The Honorary Treasurer**

**Reports to:** The General Committee  
**Overall responsibility:** The co-ordination of BUSA's accounts and setting the year's budget  
**Term:** One year (elected annually)

#### **Key areas of responsibility:**

- To work closely with the Secretary in setting the annual budget.
- To deal with finance requests from various BUSA members.

#### **Consults with:**

- The General Committee
- The Men's and Ladies' captains
- The Secretary

#### **Desirable abilities:**

- Good organizational, communication and accounting skills.
- Available to travel to meetings and events.
- Good understanding of the costs involved in sailing and especially team racing.

#### **4. Honorary Member**

<b>Reports to:</b>	The General Committee
<b>Overall responsibility:</b>	To assist the General Committee upon request.
<b>Term:</b>	One year (elected annually)

##### **Key areas of responsibility:**

- To assist the committee when requested to comment on any issues arising.

##### **Consults with:**

- The General Committee
- External bodies, when requested to do so by the General Committee

##### **Desirable abilities:**

- Be a RYA National or Regional Judge, Umpire or Race Officer.
- Have extensive experience of protest committee work and umpiring (preferably in match and team racing)
- Have a good working knowledge of:
  - The Racing Rules of Sailing
  - Notices of Race & Sailing Instructions
  - The ISAF Case Book, MR and TR Call Books, Rapid Response Calls and Q & As.
  - All policies issued by the RYA Judges & Umpires Group, Racing Rules Committee and Race Management Group.

#### **5. Team Racing Co-ordinator [Role proposing to change at AGM 2016]**

<b>Reports to:</b>	The General Committee
<b>Overall responsibility:</b>	The promotion and co-ordination of university Team Racing
<b>Term:</b>	One year (elected annually)

##### **Key areas of responsibility:**

- Chair of the Team Racing Working Group.
- Responsible for the Area League Co-ordinators.
- Overall responsibility for all team racing matters.
- Oversees and ensures the fair running of Team Racing qualifiers
- Organisation of BUSA Playoff Competition.
- Oversees the Team Racing Championships Organising Committee.

##### **Consults with:**

- The General Committee
- The Team Racing Working Group
- The Team Racing Championships Organising Committee
- Venues

**Desirable abilities:**

- Good organisational and communications skills.
- Good understanding of team racing.
- Available to travel to meetings and events.
- To have sailed in a BUSA Team Racing Event.

**6. Area League Co-ordinators (Scotland, Northern, Midlands, South Central, Western)**

<b>Reports to:</b>	The Team-Racing Co-ordinator and the General Committee
<b>Overall responsibility:</b>	Runs their region, involved in the General Committee, makes them aware of what is going on in their region.
<b>Term:</b>	One year (elected annually)

**Key areas of responsibility:**

- Runs the region.
- Involved in the General Committee (lots of emails and travelling).
- Makes them aware of what is going on in our region.
- Part of the BUSA Team Racing Working Group.
- Organises Team Racing Qualifiers and other Area Championships.
- Sorts out any regional issues and disputes.
- Promotes all BUSA activities and events in their regions.
- Works closely with the universities in the region involving them in what is going on.
- Liaises with the Men's and Ladies Captain about sailors within their regions.
- Future plans and how to improve the regions sailing.
- The Scotland Co-ordinator shall also sit on the SSS committee.

**Consults with:**

- The General Committee
- Regional Captains
- Venues

**Desirable abilities:**

- Good organizational and communication skills.
- Available to travel to meetings and events.
- To have sailed in a BUSA event.

**7. Men's & Ladies' Captains**

**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.
- Be a figurehead for BUSA at external events.
- Select events for BUSA teams to enter.
- Select the best team to represent BUSA in such events.
- Organises the American-BUSA exchange in such a year.

**Consults with:**

- BUSA Members
- BUSA Committee Members
- Event Organising Authorities

**Desirable abilities:**

- Good organizational skills.
- Communication skills essential.
- Sailed for a number of BUSA events.
- Leadership experience and a figurehead to represent BUSA at events.
- Ability to select a team in tough circumstances.
- Available to travel to meetings and events.

**8. 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 promotion of keelboat and match racing events to students.
- To assist the RYA and host club/university with the Yachting Nationals.
- To liaise with the Men's and Ladies Captains to help find keelboat/match racers to represent BUSA.

**Consults with:**

- BUSA Members
- BUSA Committee Members
- Event organising authorities

**Desirable abilities:**

- Good organizational and communication skills.
- Available to travel to meetings and events.
- To have sailed in a BUSA event.