



Appeal for new Management Committee Members

The Management Committee are appealing for more volunteer members to help oversee the development and management of our not-for-profit centre.

This need is urgent and pressing. **Please consider volunteering.**

Role of the Management Committee

The Committee have decision making powers delegated to it by the Board of Directors. The Committee are responsible for the management oversight of both the commercial and membership dealings of the company.

Composition and status of the committee

The Management Committee consists of a group of volunteer members, the Centre Manager and assigned representatives from The Woolverstone Project, Suffolk District Council and Suffolk Water Sports Association.

Objective

During 2010, AWSC committee developed and embarked upon a 5 year plan designed to upgrade, improve and extend services, to extend the usage and appeal of the centre to a wider range of customers and to develop a plan and congregate funding for the eventual upgrade/extension/replacement of the building.

The first year completed in March 2010, was primarily focused on a higher standard of operational efficiency and presentation. Excellent progress has been made but to carry the plan through, even greater effort and focus will be required and this can only happen if we have more volunteers prepared to serve on the Management Committee.

Execution of role

The purpose of the Committee is to take an objective view of present operations and to support the centre management and staff in their endeavours to both run the business efficiently and make real improvements as quickly as possible. While the role of committee members is to mentor, coach and where necessary, provide templates or other tools to assist operational efficiency, it is not intended that they should take over the work requirements. Neither are committee members to undertake line management responsibilities or engage in matters of discipline. Matters of this kind are to be referred to the Centre Manager or failing this, to the Chair.

Role assignment

The following list comprises the present focus for committee members. Changes may be made from time to time as member's time availability and the needs of the centre change. As a policy, role assignment has been restricted to elected members. Stakeholder members have been excluded from role assignment, reflecting their special status as representing the interests of their organisations within AWSC.

It may be that once the new committee convenes in early October, following the AGM, the committee may wish to swap roles and/or work streams around as appropriate



Member / role	Work stream
Malcolm Parker Chair	Strategic Plan
	Lease, partnerships, licenses and registrations
	Member communications & website
	Customer service and administration
	Staff and staff development
	Youth sailing development (liaison with volunteer team)
Dave Taylor Vice Chair	Safety
	Start and end of day procedures (External)
	Security
	Maintenance of qualifications record – instructors, RIB, Sailing and Windsurfing
(Vacant) Treasurer	Financial plan, oversight of book keeper's accounts
	Bank and electronic payment agreements
	External accountants
(Vacant) Membership Secretary	Dinghy Park & craft disposal
	Membership
	Volunteer development
(Replacement needed) Company Secretary	Annual Returns
	Registration and resignation of directors
	AGM
Julie Hannett Meetings Secretary	Minutes of committee meetings
John Allison Windsurfing Member	Windsurfing membership / non payers
	Windsurfer facilities and AWSC kit
	Car Park inc signage & gate
Bob Peak Sailing Member	Fleets - records, maintenance, acquisition and disposal
	Changing rooms
	Energy efficiency
	Workshop
(Sailing Member vacancy)	
(Windsurfing Member vacancy)	
Responsibilities now unassigned	Social events
	Member Meetings and surgeries
	Promotion (incl PR, publicity, advertising & inter club relations)
	Café / members area
	Dinghy racing, opens & regatta's (liaison with sailing team volunteers)
	Windsurfing development and training
	Windsurfing events