

ODC JOB DESCRIPTIONS:

Updated: August 17, 2008

Membership Committee
Properties Committee
Training Committee
Social Committee
Public Relations Committee
Finance Committee
Race Committee

Membership Committee – It is the purpose and goal of this committee to maintain our present roster of members and to increase our membership by encouraging other boaters to enjoy the spirit of competitive, be it one design or handicap style racing. A chairman shall be appointed for the committee by the committee members and said group shall have up to 3 additional members.

It is the duty of the committee to:

- Encourage new prospective members to apply for membership.
- Review the existing application/dues membership form and amend as necessary.
- Pursue renewal of existing members in order that they submit their applications and dues in a timely manner.

Properties Committee – The mission of the properties committee is to maintain club equipment in a state of readiness during the sailing season. During the off season, they shall repair and ready all equipment for the upcoming season.

Training Committee – The Board of Directors shall appoint a Chairman of the Training Committee. He will be responsible to the Board for the conduct of his committee. He shall enlist at least two other members to form the committee. The responsibility of the training Committee will be to provide such training as is deemed necessary by the Board of Directors. Such training shall be focused on enabling the club to properly perform its required duties, and for providing a forum to hone the skill of the members thereby encouraging participation.

Social Committee – The Social Committee shall consist of a chairperson enlisted by a Director designated by the Commodore, and three or more members selected by that chairperson. The Social Committee shall plan and execute all social / entertainment activities of the club including: after fleet-race social gatherings, the annual meeting/banquet and other activities requested by the Board.

Public Relations Committee – The mission of the Public Relations Committee is:

- To gather and compile articles for the Newsletter. Articles shall come from the fleet Captains, Commodore, Vice Commodore and Committee Chairs concerning events taking place in the club.
- To edit, print and distribute a Newsletter on ODC events twice a year.
- To write and submit articles to local Newspapers and online periodicals.
- To promote the Oriental Dinghy Club, and through its activities, encourage the sport of sailing.

Finance Committee – The Finance Committee chairman shall be appointed by the Commodore and approved by the Board of Directors for a term of one year.

The Finance Committee Chairman shall, subject to the approval of the Commodore, appoint two or more members to the Finance Committee to assist him in the following tasks.

The Finance Committee shall, in concert with the Treasurer, prepare an annual budget to be submitted to the ODC Board for approval by the first meeting in February.

The Finance Committee shall be responsible for conducting the annual Audit as prescribed by the ODC By-Laws.

Race Committee – The Race Committee chairman shall be appointed by the Commodore and approved by the Board of Directors for a term of one year.

The Race Committee Chairman shall, subject to the approval of the Commodore, appoint three or more members to the Race Committee to assist him in the following tasks.

The Race Committee Chairman shall, in concert with the Fleet Captains, the Chairmen of all special regattas planned by the Club and the Chairman of the Inter-Club Relations Committee establish the Clubs Racing schedule no later than January first.

The Race Committee Chairman shall submit the Application for Regattas and Parades to the United States Coast Guard as called for by the current CFRs, for all racing events to be conducted by the Club.

The Race Committee Chairman shall select and name the Principal Race Officer (PRO) for each scheduled event. Such PROs shall select the members of their on-the-water Race Committee members.

The Race Committee Chairman shall, one week before each scheduled event, contact the events assigned PRO to ensure necessary preparations have been made. In the event the assigned PRO has failed to fulfill the requirement the Race Committee Chairman shall assign a substitute PRO and assist that substitute in filling out her/his race committee for the event.

The Race Committee Chairman shall select and name, subject to Board approval, an Assistant Race Committee Chairman for Equipment who shall be responsible for the acquisition and maintenance of all equipment needed for conducting racing. This includes but is not limited to signal flags, audible signaling devices, marks, chase boats, storage facilities (dock box), recording equipment (paper and pencils).

The Race Committee Chairman (and/ or the Assistant Race Committee Chairman) shall ensure the requisite equipment is in place before each scheduled event.