

## **HOEOCA COMMITTEE POST - ROLE DESCRIPTION**

### **Rear Commodore Racing**

#### **ROLE PURPOSE**

To promote and arrange racing events in line with the objectives of the club, safely and legally.

#### **DUTIES & RESPONSIBILITIES**

1. For racing events and in conjunction with the Flag Officers of the committee
  - a. Agree and investigate racing events that the club wishes to enter.
  - b. Charter yachts on behalf of HOEOCA and liaise with charter company or/and contact suitable owners and recruit those interested to attend.
  - c. Enter races with relevant race organisers where required; e.g. RORC, ISC.
  - d. Pre-book Marinas, on-shore accommodation and restaurants where required
  - e. Decide cost and timelines, produce information materials and publicise event via website and newsletter. Take bookings and track payments
  - f. Assemble crews & allocate skipper(s) with relevant experience. If oversubscribed it may be necessary to reject some crew or charter additional yacht(s).
  - g. Distribute race documentation to all crew
  - h. Liaise with crew to arrange sharing transport to event.
  - i. Post event – balance books

With the agreement of the Flag Officers, tasks may be delegated/shared but RCR has overall responsibility for these events.

2. In conjunction with other flag officers, identify potential skippers and provide practical experience as available.
3. Promote and maximise all racing opportunities offered by boat owners.
4. Update and maintain the racing area of the club website (promoting forthcoming events and providing post event write ups).

#### **GENERAL**

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a "Meeter Greeter" at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.

#### **SPECIFIC TO ROLE**

Event and/or project management experience. Knowledge of HOEOCA and its' members

A wide experience of race sailing an advantage