



Nottinghamshire County Sailing Club

Executive Committee Governance Policy

Version 005
Date 11 October 2021

Aim

This policy complements the formal arrangements regarding the NCSC Executive Committee (Exec) as detailed in the club's Constitution.

NCSC Executive Committee

This comprises the permanent roles below ('Flag Officers' denoted by 'FO', Club Officers as laid out in the Constitution 'CO')

Title	Role(s)
President (CO)	Titular head of the club
Commodore (FO, CO)	Overall accountable for the club's operations, health and safety and management. Exec meetings and AGM chair. Owner of a published club development plan.
Vice Commodore (FO, CO)	Sailing Committee chair. Provide backup and support to the Commodore. Own oversight of Sailing Club Manager database system including club duties. Responsible for the annual club regatta event
Rear Commodore (FO)	Bar committee chair. Provide backup and support to the Commodore and Vice Commodore.
Honorary Secretary (CO)	Organisation and secretarial duties for the Exec meetings, including publication of minutes. Maintain official and version controlled club documentation
Honorary Treasurer (CO)	Manage the club's finances. Produce regular financial reports for the Exec meetings and AGM. Generate and maintain finance forecasts and budgets. Arrange and sanction required payments as agreed by the Exec
Training Principal (CO)	Training Committee chair. Management and overall responsibility for the club's training activities. Owns the prime interface role with the RYA regarding relevant certifications and operational activity. Liaises with Bosun and Sailing Committee re safety boats and lake equipment and usage as required for training purposes. Responsible for relevant content of the Sailing Club Manager database system
Sailing Secretary (CO)	Organisation and secretarial duties for the Sailing Committee meetings. Ownership and maintenance of sailing documentation; SI's, NOR's, Duty role instructions, Water usage, Open meeting arrangements, including relevant information held on the Sailing Club Manager database system. Liaison with Bosun re safety boats and lake equipment as required for organised sailing
Bosun (CO)	Responsible for the fitness for use of the club's safety and committee boats facility, lake equipment (marks etc), radio systems and units. Works closely with Sailing Secretary regarding the use of the water
Membership Secretary (CO)	Management of membership activities; annual renewals, new members joining and retiring members practices and tools. Responsible for maintaining and reporting relevant information on the Sailing Club Manager database system

Social Chairperson (CO)	Social Committee chair. Responsible for non-sailing based social events agreed by the Exec; planning, organisation and execution. Liaise with the Publicity Secretary as necessary
Retiring Commodore	Post held by the last Commodore for one year after the AGM at which they relinquish the role. Provides support to the Exec as required

Additional Executive Committee positions

Trustees	A minimum of 3 persons appointed by the Exec. All land and investments of the Club are held by the Trustees and they act in regard to any property of the Club in accordance with the directions of the Executive Committee.
Publicity Secretary	One of six posts available on the Exec. Responsible for general publicity and internal and external communications including oversight and management of the website and sanctioned social media presences.
Insurance and Risk Officer	One of six posts available on the Exec. Responsible for the co-ordination of the club's insurance policy, Health and Safety statement and required risk management activity
Works and Ways Manager	One of six posts available on the Exec. Co-ordinates and manages the regular grounds, services and buildings maintenance and upkeep. This may include responsibility for relevant contractors, as required.
New Members Representative	One of six posts available on the Exec. To provide new members' views and co-ordinate any necessary support and activity
Special projects manager	One of six posts available on the Exec. Responsible for the completion of large scale, atypical project activity as directed by the Exec
Training Secretary	One of six posts available on the Exec. Working with the Training Principal to co-ordinate and manage RYA courses and other training requirements of the membership

Additionally, the following roles are recognised by the Exec. Persons taking these roles may hold it in addition to an Exec role. If not, they report to the Exec and have no voting rights

Title	Role(s)
Club Safeguarding Officer	Ownership of the Club Safeguarding Policy and make representation to the Exec regarding its adherence
CCTV Security Officer	Ownership of the CCTV Policy and make representation to the Exec regarding its adherence
Club Boats Officer	Responsible for any non-training sailing boats owned by the club, makes representation to the Exec, Training and Sailing Committees regarding their upkeep and usage

Exec meetings and proposals

The Exec should meet on an approximate monthly basis, generally not holding a meeting in August, with scheduled dates proposed by the Hon. Sec. and agreed by the Exec at least 6 months in advance. Meetings can be in person at a suitable location or using virtual means (Zoom, Teams, etc).

Reports covering the agenda items should be supplied to the Hon.Sec. to a timetable determined by the Hon.Sec. and circulated to all members of the Exec at least 2 days prior to the meeting.

Meetings should have a published agenda prior to the meeting. Minutes must be produced by the Hon.Sec. and published as 'draft' on the members' private section of the website until agreed by the Exec, at which time they are published as 'final agreed'.

Proposals on any matter relevant to the Exec that require a vote for agreement should be notified to the Hon.Sec. along with the standard written reports at least 3 days prior to each Exec meeting to facilitate their timely communication to the Exec.

Exec voting and Quorum

A simple majority of those present decides voting on proposals made at Exec meetings. In the case of a tied vote, the Chairperson has the deciding vote. If decisions have to be taken between scheduled meetings then any 5 or more members of the Exec, including at least one Flag Officer, can be considered to be a quorum for decision making. Notification of the intention to hold a quorate meeting should be made by email or telephone, with no less than 2 hours notice, to all members of the Exec. Minutes of any such quorate Exec meeting must be formally published prior to the next scheduled Exec meeting.

Financial Commitments

Regular financial commitments in line with the normal running of the club as agreed by the Exec are managed by the Treasurer. This includes reimbursement payments to members for expenses incurred. The Executive Committee or a quorum from the Executive Committee must agree financial commitments by the club, or payments, above £500. Any quorum making decisions regarding financial commitments by the club can only do so in accordance with the Table EC1 below.

Commitment	Number of Exec Committee	Approx % of committee
£500 to £1000	5 (including at least 2 Flag Officers and the Hon Treasurer)	30%
Up to £1,000	7 (including at least 2 Flag Officers and the Hon Treasurer)	40%
£1,000 and above	11 (including 3 Flag Officers and the Hon Treasurer)	60%

Table EC1 – Quorum requirements for financial decisions

Club documents

The table below lists the documents used by the Executive Committee to manage the club in addition to information held on the Sailing Club Manager (SCM) NCSC web database. These documents are maintained by the Hon. Sec. on a Microsoft Onedrive account. Editing rights are as in the table, all Exec members have read rights as a minimum. Other documents and forms relating to club activity exist and are managed by the Sailing Secretary, Training Secretary and Publicity Officer.

Doc Ref	Title	Edit rights
NCSC_D_0001	The Club's Constitution	Hon.Sec. – requires AGM agreement
NCSC_D_0002	Club rules as applied to all members	Commodore, Hon.Sec. – changes to be agreed by all FO's
NCSC_D_0003	Executive Committee Governance Policy	Commodore, Hon.Sec. – changes to be agreed by all FO's
NCSC_D_0004	Schedule of Charges	FO's, Hon.Sec. – changes to be agreed by FO's
NCSC_D_0005	Club Development Plan	FO's, Hon.Sec. – changes to be agreed by all FO's
NCSC_D_0006	Club Safeguarding Policy	FO's, Hon.Sec. Child Welfare Officer – changes to be agreed by all FO's
NCSC_D_0007	CCTV Policy	FO's, Hon.Sec. , Security Officer – changes to be agreed by all FO's
NCSC_D_0008	Health and Safety Insurance Statement	FO's, Hon.Sec. , Insurance and Risk Officer – changes to be agreed by all FO's
NCSC_D_0009	Data Protection Policy	FO's, Hon.Sec. , Insurance and Risk Officer – changes to be agreed by all FO's
NCSC_D_0010	Privacy Policy	FO's, Hon.Sec. , Insurance and Risk Officer – changes to be agreed by all FO's
NCSC_D_0011	Equality and Diversity Policy	FO's, Hon.Sec. , Insurance and Risk Officer – changes to be agreed by all FO's

Table EC2 – Club Executive Documents

The club structure is shown in the diagram below:

December 2020

