

DIRECTOR OF SAILING

INTRODUCTION

This document provides an overview to the responsibilities of the Director of Sailing of the Locarno Sailing Club. While it attempts to detail a complete list of all activities, other duties may be discovered and added throughout the season.

Objective

The smooth operation of the fleet throughout the season involving clinic and lesson schedules, maintenance programs and management of the fleet budget. Create the fleet vision and manage the Fleet Captains to do it.

Skills

Good planner; knowledge of fleet operations; knowledge of fleet membership; ability to delegate. Note: the Directors are not expected to perform all instruction and maintenance on the boats, however, they are responsible for ensuring that the work gets done either through organization of volunteers or contracting work out.

Responsibilities

On-going Through Year

- Administrates each fleet and fleet budget
- Prepare fleet budget in consultation with Executive, Fleet Captains and fleet membership
- Manage fleet budget and make purchasing decisions
- Manage fleet level system
- Maintains the fleet assets
- Organizes club trips
- Manage Fleet Captains ensuring that they perform the required clinics and perform the required maintenance.

Pre-Season (before mid-March)

- Plan season including:
 - Create clinic schedule
 - Plan work parties
 - Review level system
 - Create fleet maintenance plan
- Work with Vice-Commodore to create lesson schedule and oversee instruction program
- Recruit Fleet Captains and ensure they are familiar with responsibilities

Season (April through September)

- Plan and organize fleet responsibilities for Spring Work Party
- Oversee clinic schedule
- Oversee fleet maintenance

Post-Season (after September)

- Plan and organize fleet responsibilities for Fall Work Party

- Compile Year-end fleet stats and compare with pervious year
- Lead Year-end fleet review

Volunteer Hour Commitment Estimate

The following chart provides a summary of the estimated volunteer commitment to fulfill the responsibilities noted above:

Month	Estimated Hours	Description
Oct./Nov.	10	Compile fleet stats for signouts of equipment. Year end fleet review.
December	0	
Jan-Feb	10	Helping prepare for new season. Gear purchases, policy and procedure work. Scheduling of clinics and lessons.
March	10	Preparing documentation and signout books for fleet.
April	10	Involved in 2 or 3 signup days.
May	20	Organizing and running clinics and lessons. Equipment maintenance.
June	20	Organizing and running clinics and lessons. Equipment maintenance.
July	10	Equipment maintenance. Mid summer work party.
August	10	Equipment maintenance. Purchasing equipment and re-rigging gear.
September	10	Equipment maintenance. Winterize equipment during fall work party.
Exec Meetings	20	Approximately seven 3 hour meetings
TOTAL	~ 130	