

International GP14 Class Association

Post of Secretary

Job description

The Secretary is an officer of the Association, the other officers being the President, the Treasurer and the Vice President(s).

The fundamental role of the Secretary is to make sure that the administrative structure of the organisation operates properly and as smoothly as possible. This involves the carrying out of a number of routine tasks and being aware of the tasks for which others have responsibility. In recent years the secretary's workload has been greatly reduced through the appointment of our paid administrator, Julie Courtney. Julie is herself a GP14 sailor and together with her team she deals with much of the day-to-day administration of the Association in exemplary fashion.

The secretary serves on both the Finance and General Purposes Committee and on the General Committee.

The 'F&G Committee' is composed of the officers of the Association plus any co-options that the President might wish to make (Championship Committee Chair and Training overseer for example) and meets monthly by Skype or Zoom. This is the 'task-group' committee that plots the activities of the Association each year and deals with any day-to-day issues that may arise.

The 'General Committee' meets three times a year (late autumn, January and early April) and comprises all the above plus the Technical and Rules Committee Chair, the Chief Measurer, a trustee representative, the cruising representative, all Area Representatives and the Irish President. Julie Courtney also attends these meetings. General Committee is the overseeing authority through which the key decisions of all other committees (including F&G) have to pass. Hitherto meetings have been held 'live' in or near Bolton but with the arrival of the Zoom platform it is likely that the January and April meetings will become virtual.

Key tasks:

Prepare and circulate the agenda for the F&G committee meetings (a quick task carried out in liaison with the committee members).

Take the minutes of the F&G Committee meetings. Once approved, circulate to the members of General Committee.

Prepare the agenda for the General Committee meetings and send to Julie Courtney for circulation (or place in Dropbox yourself). This agenda will have been largely formulated by F&G committee and follows a well-established pattern.

Receive the notes of the General Committee meetings taken by Julie Courtney and transform these into minutes. Once approved, place these minutes on the website in liaison with the website manager.

Place the notice of the AGM in the spring edition of Mainsail.

Send out nomination papers to those who will be standing for election/re-election at the AGM.

Prepare the agenda and the Secretary's report for the AGM and receive the report and audited accounts from the Treasurer. Organise the printing of copies by Julie Courtney for distribution at the meeting.

Take the minutes of the AGM and place them on the website, marked as 'draft'.

Things the Secretary does not have to do:

The above list represents the mechanism through which the Secretary will fulfil their fundamental role. It will lead to a wide understanding of the life and activities of the Association but it does not require the Secretary to take responsibility for or become involved in the running of those activities (unless they wish to). My advice to any new Secretary would be to stick to the nuts and bolts of the job for a year and then think carefully before offering to play an active part in any specific area.

Why volunteer?

If you like the idea of meeting and working with lots of like-minded sailing enthusiasts and joining the great bunch of people at the heart of our organisation, this could be the job for you. To find out more contact Steve Parry slparry@gmail.com or email the Association office.