

## **Charter**

The Boat Committee (BC) is charged with the responsibilities to oversee the acquisition, storage, use, maintenance, and disposal of boats for SEAS Monmouth, including but not limited to recommending boats to buy or sell, organizing the maintenance of the current fleet, planning and organizing upgrades to boats currently in the fleet, planning and managing storage of fleet on land and on water, recommending the usage fee and donation rates, safe keeping during rough weather, formulating, getting approval of and managing to a budget and fair enforcement of SEAS Monmouth boat use policies.

## **Committee Chair**

The Committee Chair is responsible for organizing the activities of the Committee including but not limited to:

1. calling meetings to conduct, organize, plan, and report on the business of the committee
2. plan meetings to ensure that they are conducted orderly, efficiently, and in accordance to the by-laws of the club, ensuring that there is full participation, that all relevant matters are discussed, and that actionable decisions are made and carried out
3. represent the committee at Board meetings and be the spokesperson for the committee as needed
4. ensure that committee members have the resources and authority needed to carry out assigned tasks
5. Initiate actions for safekeeping of boats during rough weather conditions

The Committee Chair is also specifically tasked with responsibility and oversight of the “keel boats”, ensuring that the boat(s) is(are) maintained in safe, working condition, taking out of service any boat that is not safe, and notifying the Reservations Coordinator when a boat is taken out of service.

## **Vice Chair**

The Vice Chair shall assist the Committee Chair in his/her duties and shall execute the powers of the Committee Chair in his/her absence. He/she shall assume the office of Committee Chair in the event of a vacancy in that office.

The Vice Chair is also specifically tasked with responsibility and oversight of the “small boats” (daysailers, Lasers, and similar), ensuring that the boat(s) is(are) maintained in safe, working condition, taking out of service any boat that is not safe, and notifying the Reservations Coordinator when a boat is taken out of service.

## **Maintenance Coordinator**

Maintenance Coordinator is responsible for coordinating the routine maintenance of assigned boat(s) by:

1. Ensure that the boat(s) is(are) maintained in safe, working condition
2. Keeping a list of “Items Needing Attention”
3. Be the first point of contact for new maintenance or urgent repair issues
4. Taking out of service any boat that is not safe and notifying the Reservations

Coordinator when a boat is taken out of service

5. Check the boat log periodically to see if new maintenance or repair items are added
6. Organize work parties to get the work done
7. Coordinate with dock master, reservation coordinator, and BC as needed
8. Notify BC when extraordinary maintenance or repairs is required
9. Ensure that safe practices are used when working on the boat(s)

### **Dockmaster**

1. Negotiate contracts with marinas (summer & winter storage) for Daysailers and Keelboats
2. Single Point of Contact with Marina operators – all issues requiring contact with marinas are handled by the dockmaster

### **Reservations Coordinator**

- 1) Point of Contact for scheduling any activities on assigned boats. Sample activities include:
  - a) Skipper a regular weekly activity sail
  - b) Private reservation
  - c) Club sponsored educational event
  - d) Additional club sponsored activity sail (e.g. Saturday sail to Great Kills, etc)
  - e) Mentoring sessions
  - f) Maintenance time
- 2) Fair enforcement of SEAS Monmouth boat use policies
- 3) Recruit skippers for activity sails as necessary when there are open slots
- 4) Keep the calendar on the website up to date as regards usage of the assigned boats
- 5) When advised of a problem that means either boat is out of use (weather, maintenance issue, etc), contact skippers with reservations to let them know

Note that the duties **do not include** crew scheduling, only skipper and boat scheduling. Crew arrangements are made directly between the assigned skipper and the interested crew.