

Roles and Responsibilities

4 Trustee positions:

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer

Trustees are collectively responsible for –

- Ensuring Hansa is carrying out its purposes for the public benefit
- Ensuring compliance with Hansa's constitution, rules and bylaws, and the law
- Acting in Hansa's best interest
- Ensuring Hansa's accountability
- Managing Hansa's resources responsibly
- Acting with reasonable care and skill

12 Management Committee positions 4 Trustees (Executive Committee) plus 8 additional roles:

5. Marketing, Social media and Website
6. Events coordinator GP and Nationals
7. Events coordinator TT (N)
8. Events coordinator TT(S)
9. Results for TT, GP and Nationals
10. Fundraising
11. Training and blue fleet
12. Technical

Chairman - To provide leadership to ensure the organisation's aims are achieved within the rules of the governing document (constitution, memorandum and articles etc.) Act as a figurehead and represent the organisation publicly.

Key Responsibilities

- Maintain an overview of the organisation's aims and activities including liaising with committee members
- Provide leadership and control the flow and information at committee meetings/ Annual General Meeting (AGM)
- Ensure the governing document is complied with at all times and only activities that plan to achieve the charitable purposes (aims) are allowed
- Plan and chair meetings, agendas, review and authorise minutes (along with secretary)
- Sign cheques and legal documents
- Represent the organisation at events, functions, partner bodies and subgroups •

Vice Chairman - Acts on behalf of the organisation in the absence of the Chair and would therefore have the same responsibilities as the Chair.

Secretary - To provide administrative support to the organisation

- Prepare agendas (with support from the Chair)
- Take minutes at meetings (ensuring they are signed by the Chair at meetings),
- Distribute papers, arrange housekeeping e.g. room hire and other administration requirements stated in the governing document e.g. Annual General Meeting (AGM)
- Maintain membership lists and organisation records, produce annual report and update internal policies and procedures
- Deal with correspondence

Treasurer - Provide financial support to the organisation ensuring records and procedures are maintained and the organisation remains financially viable

- Lead financial planning and oversee financial activity of the organisation
- Ensure the organisation is financially viable and notify the committee of any concerns
- Manage budgets and accounts and present them to the committee at meetings
- Ensure appropriate financial procedures and policies are in place and are adhered to
- Prepare monthly and annual accounts and submit them to the relevant bodies e.g. charity commission, funders etc.
- Arrange auditing of accounts

Marketing, Social media and Website - Responsible for all external communications about Hansa Class UK, and relevant International links.

- Maintain the Hansa brand values and image across communications
- Ensure all necessary documents are accessible eg Constitution, minutes etc
- Promote Hansa Class UK activities
- Ensure communication and imagery requirements of funders are met
- Maintain a library of suitable images that can be used.

Events coordinator GP and Nationals – Ensure the smooth planning and running of Hansa GP and Nationals events.

- Devise schedule with N and S TT coordinators
- Liaise with event organisers at chosen venues
- Site visit and assessment
- Ensure necessary resources are provided
- Provide ongoing support before, during, and after events

Events coordinator (S) TT & (N) TT & Scottish TT – Ensure the smooth planning and running of Hansa TT and events.

- Devise schedule with other coordinators
- Liaise with event organisers at chosen venues in your area
- Site visit and assessment (as necessary)
- Ensure necessary resources are provided
- Provide ongoing support before, during, and after events

Results for TT, GP and Nationals – Check and collate all results on Sailwave, and ensure they are up to date on the Hansa Class UK web site.

Fundraising – Chair a subcommittee of volunteers who will help to raise funds for the Hansa Class Committee, and keep the Management Team informed of activities.

- Liaise with Treasurer over financial plans and fundraising needs
- Set fundraising objectives, and agree with the Management Committee
- Ensure consistency of Hansa Class UK brand and objectives
- Ensure money is allocated to a specific purpose if defined
- Coordinate activities of fundraising committee

Training and blue fleet – Developing participation and the level of competency of sailors within the Hansa Class UK

- Represent Training subcommittee at Management Team meetings
- Coordinate subcommittee of volunteers
- Devise a development/training strategy for sailors in the UK
- Liaise with coordinators over season schedule
- Organise blue fleet participation at current events to help newcomers get into racing
- Coordinate events at clubs for new sailors to get into racing
- Coordinate Hansa resources for these events
- Help prepare sailors for major events

Technical - Chair the Technical subcommittee and report to the Management Committee.

- Chair the Tech subcommittee consisting of representatives from each class
- Ensure UK views are fully represented Internationally
- Ensure that equipment is properly reviewed for functionality, and safety
- Ensure the Hansa Class objectives are being delivered through rules/equipment
- Present all issues and actions taken to the Management Committee