

TERMS OF REFERENCE AND JOB DESCRIPTIONS FOR WYA REGIONAL COMMITTEES

1 INTRODUCTION

This paper looks at the role of the Welsh Yachting Association's(WYA) Regional Committees(RC) and clarifies their role and provides updated guidance and clear responsibilities to enable for them to support the work of the governing body as well as functioning function independently.

2 BACKGROUND

Following the Incorporation of WYA in 2005 a new governance structure was put in place to ensure that WYA was able to communicate the board decisions to the three regions and the member clubs

- 3 The prime purpose of each Regional Committee is to further the aims and objectives of the WYA by promoting, organising, managing, monitoring and advising on Association activities in their Region. As sub committees of the WYA Board the role of the Regional Committee is to;
 - 3.1 implement the Strategic Plan of the WYA at a local regional level with the overall aim of improving the quality and quantity of active sailing and boating within the region;
 - 3.2 Influence the strategic direction of the WYA in line with the wishes of the clubs and their members;
 - 3.3 Improve communication within the region between WYA and the Clubs and between the Clubs themselves;
 - 3.4 provide feedback to the WYA on levels of activity within the region;
 - 3.5 encourage Clubs to develop their activities in line with the WYA/RYA's policy of fair play, equity and equal opportunity for all;
 - 3.6 work with the WYA and local clubs to improve the image of sailing and boating as an accessible and attractive sport for children, young people, families and adults;
 - 3.7 assist the Regional Development Officers in the delivery of an effective development programme by encouraging Clubs to provide resources and to stimulate volunteer involvement and development;
 - 3.8 encourage Clubs to support, and contribute to, the WYA's development programmes both within the region and at national levels as appropriate;
 - 3.9 undertake any regional duties, as requested by the WYA Board on their behalf where this is appropriate;
 - 3.10 assist the WYA in dealing with local environmental and planning casework and other activities outside the Sport Wales funded programme – e.g. cruising and powerboating;
 - 3.11 Undertake the management, promotion and organisation of the regional Club Youth Racing Circuit(CYRC) events.
 - 3.12 Nominate Regional representatives to sit on the WYA's sub committees

4 MEMBERSHIP

Membership of the RC is open to all WYA subscribing clubs/organisations in the Region. Clubs/organisations will be invited to send up to two individuals to attend meetings, however there will be only one representative who is eligible to vote at the election of officers and on any resolutions that are put forward at meetings.

5 OFFICERS

In the ideal world each RC should have 6 Officers who make up the executive, these are are elected annually by the subscribing clubs.

- 5.1 Chairman
- 5.2 Vice Chairman
- 5.3 Treasurer

- 5.4 Secretary
- 5.5 Sponsorship & Fundraising Coordinator
- 5.6 CYRC Coordinator

The election needs to take place by no later than December of each calendar year to fit in with the WYA's Constitutional timeframe, however if this does not fit into the Regions work programme meetings can happen at a time that suits the clubs and the region. Once elected the chairman will serve a two year term in office, at the end of this period he/she can stand again for re election. Regional Committees may decide to double up on some of the posts if positions are not filled or if a volunteer brings a particular skill set to the table. RC's may also decide that additional representatives or posts are required for Windsurfing, cruising, powerboating or adult participation. An outline role description for each of the posts is included in Appendix 1.

6 ROLE OF THE REGIONAL DEVELOPMENT OFFICER

Each Regional Committee will be supported by a Regional Development Officer. The RDO will attend meetings and provide professional support to assist the volunteers in running events, facilitating speakers and coach education courses and assist in the development of the annual work or development plan.

Other WYA staff will also support and attend each Regional Committee as and when the agenda warrants their attendance or by invitation of the Chairman.

7 FREQUENCY OF MEETINGS

Regional Committees are expected to meet a minimum of twice a year and no more than 4 times unless a majority of the membership feel that additional meetings are required. The main purpose of the meetings will be to decide and implement actions for work within the Region. There is an expectation that members will communicate outside of the meetings, largely by e mail or phone to discuss progress. Action points shall be taken at all meetings, but there will be no need for a formal set of minutes and these shall be circulated to the subscribing clubs and the Regional Development Officer within the Region.

APPENDIX 1

The prime purpose of each Regional Committee is to further the aims and objectives of the WYA by promoting, organising, managing, monitoring and advising on Association activities in their Region. Regional Committee Members should have relevant skills and experience in some or all of the following areas:

- Sail Training
- Sail Racing
- Volunteer recruitment
- Environment and Planning
- Club Management
- Press and Media Coverage
- Gaining Sponsorship or Fundraising
- Business Management
- Cruising
- Communication Skills
- Child Protection Legislation
- Windsurfing

It is suggested that each RC should consider having a small executive of 6 Officers who are elected annually(except for the Chairman) by the subscribing clubs.

Chairman – To chair meetings, facilitate and drive the committee. The Chairman will be the main point of contact for WYA Officers and will be the main spokesperson for the RC. The post of Chair is has a two year term of office to ensure continuity.

Vice Chairman – To support the Chair and to deputise in his/her absence. The Vice Chair may also take on one of the other officer roles if they have the capacity and free time. The Vice Chairman is elected annually at the Regional Committees AGM.

Treasurer – The treasurers will manage the regional funds and prepare an annual statement of accounts that is to be presented at the Regional Committees AGM. The Treasurer is elected annually at the Regional Committees AGM.

Secretary - The Secretary's role is to work with the Chairman and other officers to ensure that meetings are called and venues are booked. It is also the secretary's role to ensure that a note of the meeting is recorded(this does not preclude committees delegating or sharing the minute taking amongst other members or appointing a dedicated minute secretary). The secretary will also liaise with the RDO to ensure that minutes are posted on relevant pages of the WYA website or social media applications. The Secretary is elected annually at the Regional Committees AGM.

Sponsorship & Fundraising Coordinator – The main function of this post is to work with other officers of the RC to identify and approach local sponsors to support and fund the Regions activities and events. The Sponsorship & Funding Coordinator is elected annually at the Regional Committees AGM.

CYRC Coordinator – The CYRC Coordinator will liaise with host clubs to ensure that dates are set and the venues are confirmed. To advertise and promote the events to clubs in the region in conjunction with WYA staff and ensure that the prizes are organised(including perpetual trophies). The CYRC Coordinator will also liaise with the host club to ensure that there are enough volunteers and safety cover available to run the event. The CYRC Coordinator is elected annually at the Regional Committees AGM.

WYA Sub Committees – Each RC will be invited to nominate individuals to sit on themed WYA committees. It is therefore suggested that each committee should look at recruiting individuals with skills and knowledge in areas like performance/racing or environmental issues.

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