

420 Committee Role Descriptions

Chairman	Class Administrator	Sailing Secretary	International Sailing Secretary
<ul style="list-style-type: none"> ● Uphold and implement the classes constitution, charter, ambition and strategy ● Provide leadership for the class and review across all areas, driving development in a positive and inclusive manner ● Ensure open, transparent, and effective governance ● Work with the RYA to ensure effective collaboration and utilisation of resources to the benefit of the class and its members ● Liaise with stakeholders, supporters, and sponsors 	<ul style="list-style-type: none"> ● Monitor compliance with class constitution ● Manage data in accordance with GDPR ● Provide administrative support to committee members ● Minute meetings and distribute to committee ● Call class meetings, prepare agendas in consultation with chair ● Administer bookings for all class events (racing and national training events <i>(regional undertaken locally but advertised through class media)</i>) ● Maintain membership records ● Manage and respond to class queries from members and the like ● Ongoing web and social media admin, approve membership, adverts etc. 	<ul style="list-style-type: none"> ● With the Class Administrator plan and agree the calendar of national racing events (Autumn/EOS/Inlands/other Selection events/Nationals (with ME Co-ordinator)(approx. 6 events) and get them published ● Forward plan and secure venues 2 seasons in advance ● Liaise with venues and send sailing instructions and notices of race for events (these are drafted as templates) ● Update SI/NOR templates as required due to class and RRS amendments ● Point of contact at event and with the venue organise registration, members queries, bow numbers, volunteers' duties etc. ● From our COVID experience, looking forward we would like to do most of this online and prior to the event. ● With the Treasurer agree entry fees 	<ul style="list-style-type: none"> ● Lead the Association's planning for the major events of the 420 sailing year (World Championships, class-supported European and International events) ● Coordinate the management, organisation, and delivery of major events

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Training

Class Lead Coach – RYA Funded Events	Training Officer	Transition Officer
<ul style="list-style-type: none"> ● Work closely with the Training Officer and Transition Officer in developing training programmes ● Liaise with RYA Youth Squad Coach, class Chair and Training and Transition Officers to provide a National training programme (approximately 20-days RYA funded) for all 420 Class sailors ● With the Transition Officer, organise coaches and equipment for national training events ● Provide feedback to sailors and coaches ● Arrange for risk assessments to be produced and distributed to the relevant people and sailors for each class training event ● Ensure the safety requirements needed for training are explicit to coaches and volunteers are adhered too ● Ensure coaches have the relevant RYA coaching qualifications ● Ensure all equipment being used at training events is suitable for its intended use ● Update the class website with training material for use by the members 	<ul style="list-style-type: none"> ● Work closely with the Transition Officer and Lead Coach in developing training programmes ● Plan and organise class National training (RYA funded) with the class Treasurer, Coach and Transition officers (approximately 20-days) for all levels of 420 sailing, who wish to remain within the class ● Arrange for risk assessments to be produced and distributed to the relevant people and sailors for each class training event ● Ensure the safety requirements needed for training are explicit to coaches and volunteers are adhered too ● Work with class Treasurer regarding training fees, income, and costs to ensure all bills paid on time ● Work with the RYA regarding RYA training matters ● Update the class website with training material for use by the members 	<ul style="list-style-type: none"> ● Work closely with the Training Officer and Lead Coach in developing training programmes ● Liaise with junior fleets and regional training providers and clubs to promote 420 sailing as a transition option to sailors who are considering moving on ● With the Lead Organise and run transition and regional training events (non-RYA funded) (including arranging coaches) and work with class Treasurer regarding training fees, income, and costs to ensure all bills paid on time ● Be a primary contact point to help sailors and supporters new to the fleet to understand our training and racing events, and how the class works in general ● Help new sailors find sailing partners ● Manage and organise maintenance and use of the class rib and class boats ● Update the class website with training material for use by the members

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Trophy and Prize Officer	Welfare Officer	Safety Officer	Treasurer	Marketing & Media Officer
<ul style="list-style-type: none"> ● Agree and source prizes to be awarded at class events with the Sailing Secretary and Treasurer ● Keep a register of all Class Association trophies and their purpose, and ensure they are maintained in good order ● Maintain a record of the location of all Class Association Trophies, and ensure they are returned in a timely manner for presentation 	<ul style="list-style-type: none"> ● Ensure our class Welfare Policy remains consistent with current best practice and that it is embedded as practical processes in class activities ● Identify and review appropriate sources to include as links from our website ● Be the primary contact for sailors, parents, guardians, and supporters on class welfare matters 	<ul style="list-style-type: none"> ● Ensure our class Safety Policy remains consistent with current best practice ● Ensure the safety requirements needed for racing and training are explicit to event organisers and are adhered too ● Ensure the safety requirements of organising authorities and hoist clubs for training events and the like are adhered too ● Ensure the safety requirements needed for 420 training are explicit to coaches and are adhered too ● Coordinate provision of RIBs to meet safety requirement 	<ul style="list-style-type: none"> ● Manage class financial accounts, reporting, expenditure and income ● With the Lead Coach and Sailing Secretary produce a monthly expenditure/income report on training events and RYA grant expenditure and invoice the RYA for payment ● With the Sailing Secretary produce a monthly expenditure/income report following each racing event ● Complete annual accounts that detail the finances ● Agree budgets for all areas of operation including training and racing events with respective committee members ● Provide quarterly updates on actual and forecast revenue and expenditure 	<ul style="list-style-type: none"> ● Promote the 420 Class Association ● With Admin, publish reports for all Association events ● Manage data in accordance with GDPR ● Liaise with class sponsors to ensure they get good value from their sponsorship ● Identify potential sponsors and negotiate sponsorship agreements/renewals ● Maintain class Photography and Publicity Policies ● Manage and update class website with web provider

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			<ul style="list-style-type: none">• Ensure all expenses are authorized prior to payment in accordance with class policies• Highlight any exceptions at the earliest opportunity	
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Technical Representative	Class Representatives			
<ul style="list-style-type: none"> ● Does this role require an approved measurers qualification? ● Liaise with 420 International class regarding the proposal or implementation of class rule changes ● Answer members technical queries ● Manage 'for sale' and assist members buying equipment ● Assist with technical queries and boat set-up at class events ● With Organising Authorities undertake spot checks for measurement compliance (e.g. sail button numbers) at relevant class events 	<ul style="list-style-type: none"> ● Feedback to sailors and to the committee (venues/racing format/prizes etc) ● Organise off the water activities at events ● Assist newcomers into the fleet (demonstrations/buddy system) ● Assist in event write-ups 			