

# Committee Roles & Responsibilities



	Role	Role also Director of Company	Role Description
1	Class Chair	Yes	The chair is responsible for: * the overall management and direction of the Class, ensuring adherence to the class Articles of Association, charter, ambition and strategy * driving development of the Class in a positive and inclusive manner and ensuring open, transparent and effective governance * working closely with the RYA to ensure effective collaboration and utilisation of resources to the benefit of the class and its members.
2	Vice Chair	Yes	The vice-chair: * supports the chair to ensure the overall management and direction of the Class. * responsible for ensuring all the Class Policies & Procedures are up to date and reviewed on a regular basis.
3	Treasurer	Yes	The treasurer is responsible for: * all aspects of the Class's finances, producing monthly P&L updates to the committee, processing payments/expenses. * maintaining the class insurance policies/renewals and ensuring communication to the committee to ensure adherence
4	Company Secretary	Yes	The company secretary is responsible for: * ensuring that committee meetings/AGM are held in accordance with the Class Articles of Association and appropriate notices are given. * minutes are prepared and filed to the class website/Companies House * ensuring all relevant documentation is filed at Companies House.
5	Sailing Secretary	No	The sailing secretary is responsible for: * planning and agreeing the calendar of national racing events (ensuring that geographical spread) with the committee and working with the relevant clubs/race management teams to ensure SI's and NORs are produced and published ahead of events being opened. * being the point of contact at event and with the venue to organise registration, member queries, numbers and volunteers. * overseeing the Safety of the event with the relevant club/race management teams. * ensuring the event budgets are maintained to ensure that event programme does not make a loss
6	Teams Officer	No	The teams officer is responsible for: * leading the Class's planning for the major events of the 420 sailing year (World Championships, class-supported European and International events). * ensuring entries are made on behalf of the Class at the Worlds/Europeans * liaising with the RYA regarding support at Worlds/Europeans
7	Welfare Officer	No	The Welfare Officer is responsible for: * ensuring the class Welfare Policy remains consistent with current best practice and that it is embedded as practical processes in class activities and to be the primary contact for sailors, parents, guardians, and supporters on class welfare matters. * dealing with any welfare matters that arise and liaising with the RYA to ensure best practice followed * highlighting to the committee any welfare concerns and logging any such instances on the relevant log
8	Training Officer	No	The Training Officer is responsible for: * planning and agreeing the training calendar (ensuring geographical spread) with the committee and working with the relevant clubs to ensure that the training runs smoothly (including organising coaches, ribs etc) * working closely with the Deputy Training Officer and Class Coach to ensure that the Class training programmes meet the needs of all levels of sailors * maintaining training budgets; working with the class Treasurer regarding training fees, income, and costs to ensure all bills paid on time and the RYA regarding RYA training matters.
9	Deputy Training Officer	No	The Deputy Training officer: * works closely with the Training Officer and Class Coach to help developing the class training programmes * has a focus on transition/new sailors to develop plans to support them move into the class and during their first year within the class..
10	Marketing & Media Officer	No	The Marketing & Media Officer is responsible for: * promoting the 420 Class Association activities on social media and other media platforms (after each event sending an report to Yachts & Yachting) * managing data in accordance with GDPR and liaising with class sponsors to ensure they get good value from their sponsorship * the maintenance of the class Photography and Publicity Policies * sending news articles to the Class Administrator for uploading to the Class website
11	Technical Officer	No	The Technical Officer is responsible for: * ensuring the class aligns to the International Class rules * that any new rules from the International Class are considered and cascaded to the class members * ensuring that at events (as required) boats meet the technical requirements of the class * answering technical questions from members
12	Parent Rep	No	The Parent Representatives are a key part of the committee. They do not fulfil a specific role and will assist other committee members and/or fulfil specific/individual projects that may be needed to support the class/committee.
13	Parent Rep	No	
14	Sailor Rep	No	
15	Sailor Rep	No	Sailors within the Class. They are key part of the committee as act as voice of sailors and communicate key messages to sailors from the committee. They are also responsible for organising sailor socials at events.
16	Sailor Rep	No	
<b>Non Committee Roles</b>			
1	Administrator		Responsible for the day to day running of the class, including membership enquiries, updating the website and providing administrative support for committee members.
2	Selection Committee		The Selection Committee is an independent committee whose responsibility is to draft, for the Class, any Selection Policies along with selecting sailors in line with these policies. They should also be contacted for any requests for discretion in relation to the policies.
3	Class Coach		The Class Coach works closely with the Training Officer and Transition Officer in developing and running the training programmes. They are responsible for liaising with RYA Youth Squad Coaches to ensure that the Class programme interacts with the Youth Squad programme, ensuring both programmes work together. The role is responsible for providing feedback to sailors and coaches and ensuring that all relevant risk assessments are produced each class training event.
4	Prizes & Trophies co-ordinator		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