

STANDING ORDERS OF THE BRITISH INTERNATIONAL 420 CLASS ASSOCIATION

PRESIDENT

1. Job Description

- 1.1** The President shall be responsible for the overall promotion and organisation of the Association, both at national and international level.

2. General Areas of Responsibility

- 2.1** The President shall be responsible for overseeing the following, whether directly or delegated:
- (a) Promotion of the Association
 - (b) Press and Public Relations
 - (c) Policy Development
 - (d) Membership
 - (e) On the Wire
 - (f) Website
 - (g) Sailboat Exhibition
 - (h) Regional Representation
 - (i) Contact with the RYA, ISAF, the International 420 Class Association and other class associations and sailing organisations

3. Duties

- 3.1** The President shall have the following duties:
- (a) To be an Officer of the Association
 - (b) To chair the meetings of the National Management Committee
 - (c) To co-ordinate with the RYA, ISAF, the International 420 Class Association and other class associations and sailing organisations
 - (d) To be a member of the NMC

TREASURER

4. Job Description

- 4.1** The Treasurer shall be responsible for the finances of the Association.

5. General Areas of Responsibility

- 5.1** The Treasurer shall be responsible for overseeing for the following, whether directly or delegated:
- (a) The finances of the Association

6. Duties

6.1 The Treasurer shall have the following duties:

- (a) To be an Officer of the Association
- (b) To present at the AGM an audited Income and Expenditure account for the preceding year ending 31st December, together with an accurate Balance Sheet and the Auditor's Report
- (c) To monitor income and expenditure from the bank accounts of the Association
- (d) To be a member of the NMC

SECRETARY (SAILING)

7. Job Description

7.1 The Secretary (Sailing) shall be responsible for the planning and execution of events.

8. General Areas of Responsibility

8.1 The Secretary (Sailing) shall be responsible for overseeing for the following, whether directly or delegated:

- (a) Event planning and co-ordination
- (b) Event documentation
- (c) On the water organisation
- (d) Entries
- (e) Trophies and prizes
- (f) Registration
- (g) Calendar of events
- (h) Results

9. Duties

9.1 The Secretary (Sailing) shall have the following duties, whether directly or delegated:

- (a) To be an Officer of the Association
- (b) To be a member of the NMC
- (c) To liaise with the NMC regarding the ongoing planning and co-ordination of events
- (d) To ensure the publication of the Notices of Race for all Association events

SAILORS' REPRESENTATIVE

10. Job Description

10.1 The Sailors' Representative shall represent the views of the sailors to the NMC.

11. General Areas of Responsibility

11.1 The Sailors' Representative shall be responsible for overseeing the following, whether directly or delegated:

- (a) To canvass the opinions of current members regarding Association and other related matters

12. Duties

12.1 The Sailors' Representative shall have the following duties:

- (a) To be a member of the NMC
- (b) To chair the meetings of the Sailors' Sub-Committee
- (c) To represent the views of current members to the NMC
- (d) To be available for discussion with current members regarding Association matters

SAFETY OFFICER

13. Job Description

13.1 The Safety Officer shall be responsible for the Association's safety policy and practice.

14. General Areas of Responsibility

14.1 The Safety Officer shall have be responsible for overseeing the following, whether directly or delegated:

- (a) Safety cover for events
- (b) Responsibility for the Association RIB(s)
- (c) Safety policy and practice
- (d) Child protection policy
- (e) Medical forms
- (f) Safety of Association teams abroad

15. Duties

15.1 The Safety Officer shall have the following duties:

- (a) To be a member of the NMC
- (b) To liase regarding safety with the host club of Association events to ensure, so far as he is able, that appropriate safety arrangements have been made
- (c) To liase with the Training Officer regarding safety (including child protection) at Association training events
- (d) To liase with Association team managers regarding all matters related to safety of Association teams

TECHNICAL REPRESENTATIVE

16. Job Description

- 16.1** The Technical Representative will serve as advisor to the Association on all technical matters.

17. General Areas of Responsibility

- 17.1** The Technical Representative shall be responsible for overseeing the following, whether directly or delegated:
- (a) Event measurement
 - (b) Monitoring compliance to International 420 Class Rules
 - (c) Informing the Association of changes to Class rules, technical developments and other relevant information
 - (d) Evaluating technical proposals from the International 420 Class Association
 - (e) Training of class measurers
 - (e) Answering technical queries from members

18. Duties

- 18.1** The Technical Representative shall have the following duties:
- (a) To be a member of the NMC
 - (b) To monitor changes in International 420 Class Rules and to inform the NMC of any relevant information
 - (c) To chair the meetings of the Technical Sub-Committee

TRAINING OFFICER

19. Job Description

- 19.1** The Training Officer will be responsible for the organisation and execution of the training programme of the Association.

20. General Areas of Responsibility

- 20.1** The Training Officer shall be responsible for overseeing the following, whether directly or delegated:
- (a) Organisation of venues, calendar and coaches for Association training events
 - (b) Training syllabus
 - (c) Entries to Association training events
 - (d) Budget for Association training events (in consultation with the Treasurer)
 - (e) Safety for Training events (in consultation with the Safety Officer) including:
 - (i) Health and safety issues
 - (ii) Rescue cover

- (iii) Coach insurance
- (iv) Child protection
- (v) Parental responsibility

21. Duties

21.1 The Training Officer shall have the following duties:

- (a) To be a member of the NMC
- (b) To report to the NMC on the effectiveness of Association training programmes

THE SAILORS' SUB-COMMITTEE

22. Members of the Sailors' Sub-Committee

- 22.1** There shall be a Sailors' Sub-Committee consisting of full members of the Association.
- 22.2** Any Full Member of the Association may sit on the Sailors' Sub-Committee, subject to the conditions established in clause 23 below.
- 22.3** At least one member of the Sailors' Sub-Committee shall be male.
- 22.4** At least one member of the Sailors' Sub-Committee shall be female.
- 22.5** At least one member of the Sailors' Sub-Committee shall be over eighteen years of age. (This member may also fulfil either 22.3 or 22.4.)
- 22.6** In the event that elections to the Sailors' Sub-Committee do not provide members fulfilling criteria 22.2 – 22.4, the NMC may co-opt any Full Member(s) to fill these posts.

23. Election to the Sailors' Sub-Committee

- 23.1** Elections for Sailors' Sub-Committee members shall take place at the AGM.
- 23.2** The NMC shall advertise for nominations for elections at least seven clear days before the election takes place. Notification of elections in a General Meeting agenda shall be deemed an adequate advertisement for nominations.
- 23.3** Nominations for NMC elections shall close at the specified time of the opening of the AGM.
- 23.4** Nomination to the Sailors' Sub-Committee shall be conducted by the submission of a form. (A sample form may be found as Appendix A). The NMC must ensure the general availability of a nomination form including the following:
 - (a) The full name of the nominated member

- (b) The signature of the nominated member (signifying their consent to the nomination)
- (c) The date of the nomination
- (d) The signatures of five Full Members in support of the candidate
- (e) The signature of at least one member of the current NMC in support of the candidate

23.5 Any Full Member who successfully submits the official nomination form shall be deemed elected to the Sailors' Sub-Committee.

23.6 Candidates shall be deemed elected to their posts at the time when the meeting is drawn to a close. (The current Sailors' Sub-Committee therefore retain their offices for the remainder of the General Meeting.)

24. Meetings of the Sailors' Sub-Committee

24.1 The Sailors' Sub-Committee shall be chaired by the Sailors' Representative.

24.2 In the event that all members of the Sailors' Sub-Committee consent, a vote may be taken on a Sailors' Sub-Committee motion without convening a meeting. In such a case, the Chair shall receive votes of Sailors' Sub-Committee members via post, email or telephone. Unless explicitly stated the consent of a Sailors' Sub-Committee member to such a process shall not be taken as consent for future voting in this manner.

24.3 Any decision taken by the Sailors' Sub-Committee may be overturned by a two-thirds vote of the membership (as laid down in clause 25.4 of the Constitution) at a properly convened General Meeting.

25. Resignation

25.1 Any member of the Sailors' Sub-Committee may resign at any time by informing the Sailors' Representative, in writing, of their decision.

25.2 Any member of the Sailors' Sub-Committee who fails to attend two consecutive Sailors' Sub-Committee meetings, without first informing the Sailors' Representative of an acceptable reason, shall be deemed to have resigned his post on the Sailors' Sub-Committee.

THE SAILING SUB-COMMITTEE

26.1 There shall be a Sailing Sub-Committee to assist the Secretary (Sailing) in the planning and execution of events.

26.2 The Sailing Sub-Committee shall consist of the Secretary (Sailing), the Treasurer, the Safety Officer and any other individuals who these three members deem appropriate.

- 26.3** The Sailing Sub-Committee shall be chaired by the Secretary (Sailing). In the event that he is unable to fulfil this duty, either the Treasurer or the Safety Officer may chair the meeting, subject to clause 10.5 of the Constitution.

THE TECHNICAL SUB-COMMITTEE

- 27.1** There shall be a Technical Sub-Committee to assist the Technical Representative in advising the Association on technical matters.
- 27.2** The Technical Sub-Committee shall consist of the Technical Representative and any other individuals who he deems appropriate.

OTHER COMMITTEES

- 28.1** With the approval of the NMC, any NMC member may form a sub-committee to assist them in fulfilling their duties and responsibilities.
- 28.2** General areas of responsibility, as specified above, or aspects of their execution, may be delegated by NMC members.
- 28.3** Duties of NMC members, as specified above, may only be delegated as specified in clause 10.5 of the Constitution.