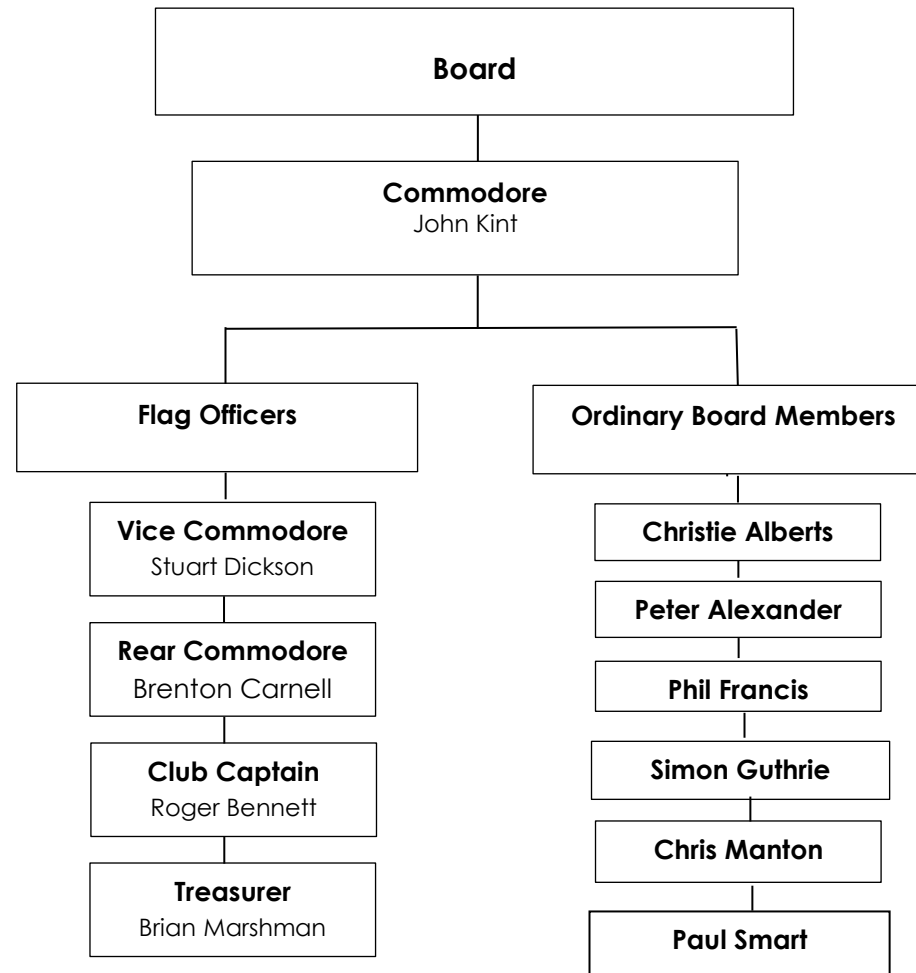




ORGANISATIONAL CHART 2018/19

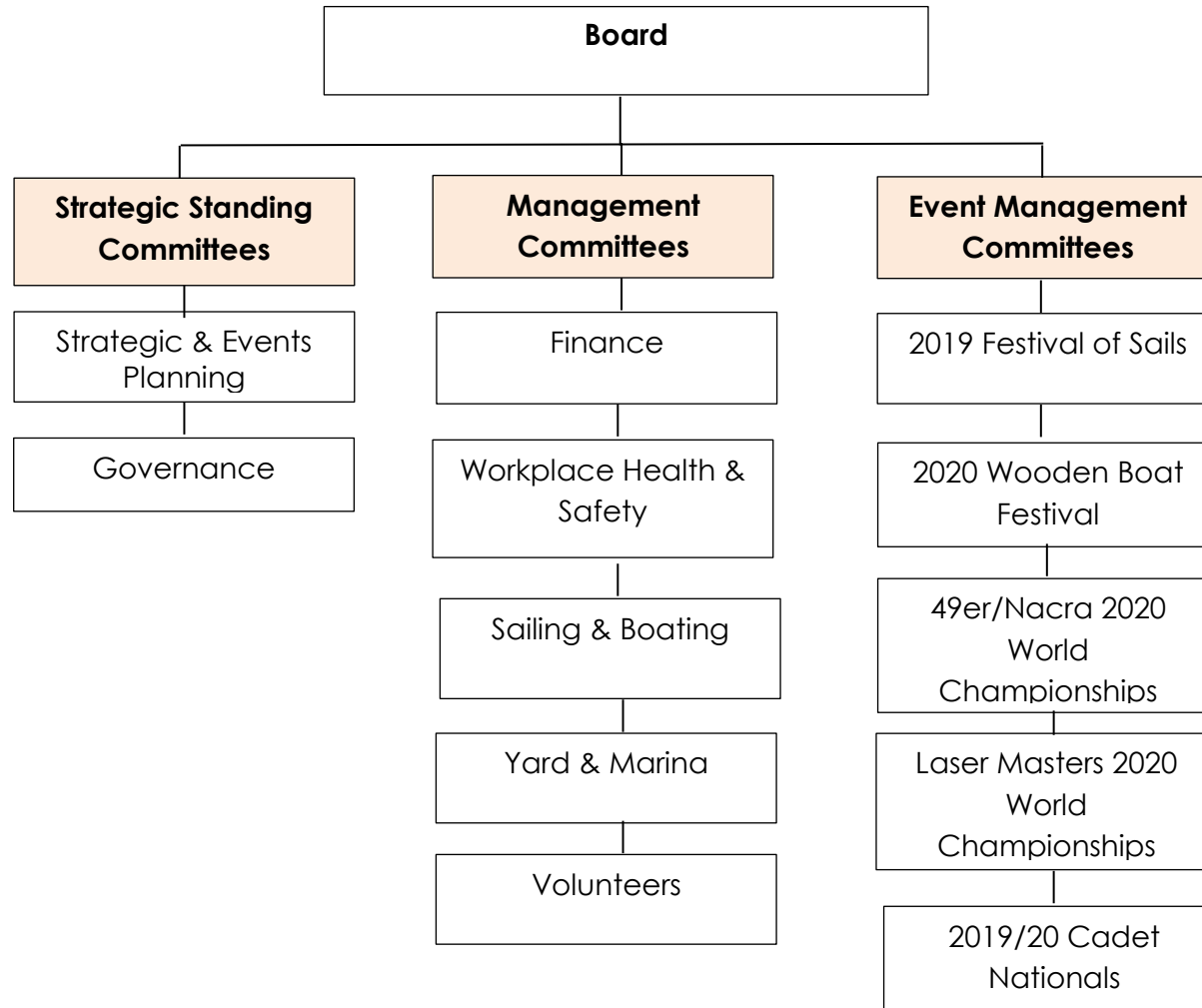


BOARD STRUCTURE 2018/19





COMMITTEE STRUCTURE 2018/19





STRATEGIC STANDING COMMITTEES 2018/19

Board of Directors

- Meet at least 10 times per year on 4th Monday of the month
- Preferable to have 2 days of planning workshops per year
- Agenda aligned to Business KPI's and strategic plans and major business issues

All committee positions are appointed at the first Board meeting following the AGM

Governance

Chair: Past Commodore Chris Williams
Commodore: John Kint
Vice Commodore: Stuart Dickson
Board Member: Peter Alexander
Club Members: Tom Boland
General Manager: Phil Clohesy
Staff representative: Beth Davis

Functions:

- Board induction.
- Process to nominate Directors.
- Board/Director effectiveness.
- Disciplinary issues relating to Directors/GM.
- Constitutional compliance.
- GM review.
- Board/Management relationships.

Meets monthly

Strategic & Events Planning

Chair: Phil Francis
Commodore: John Kint
Club Captain: Roger Bennett
Vice Commodore: Stuart Dickson
Rear Commodore: Brenton Carnell
Board Member: Christie Alberts
Club Members: TBC
General Manager: Phil Clohesy
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Club Sailing Manager: Mike Williams

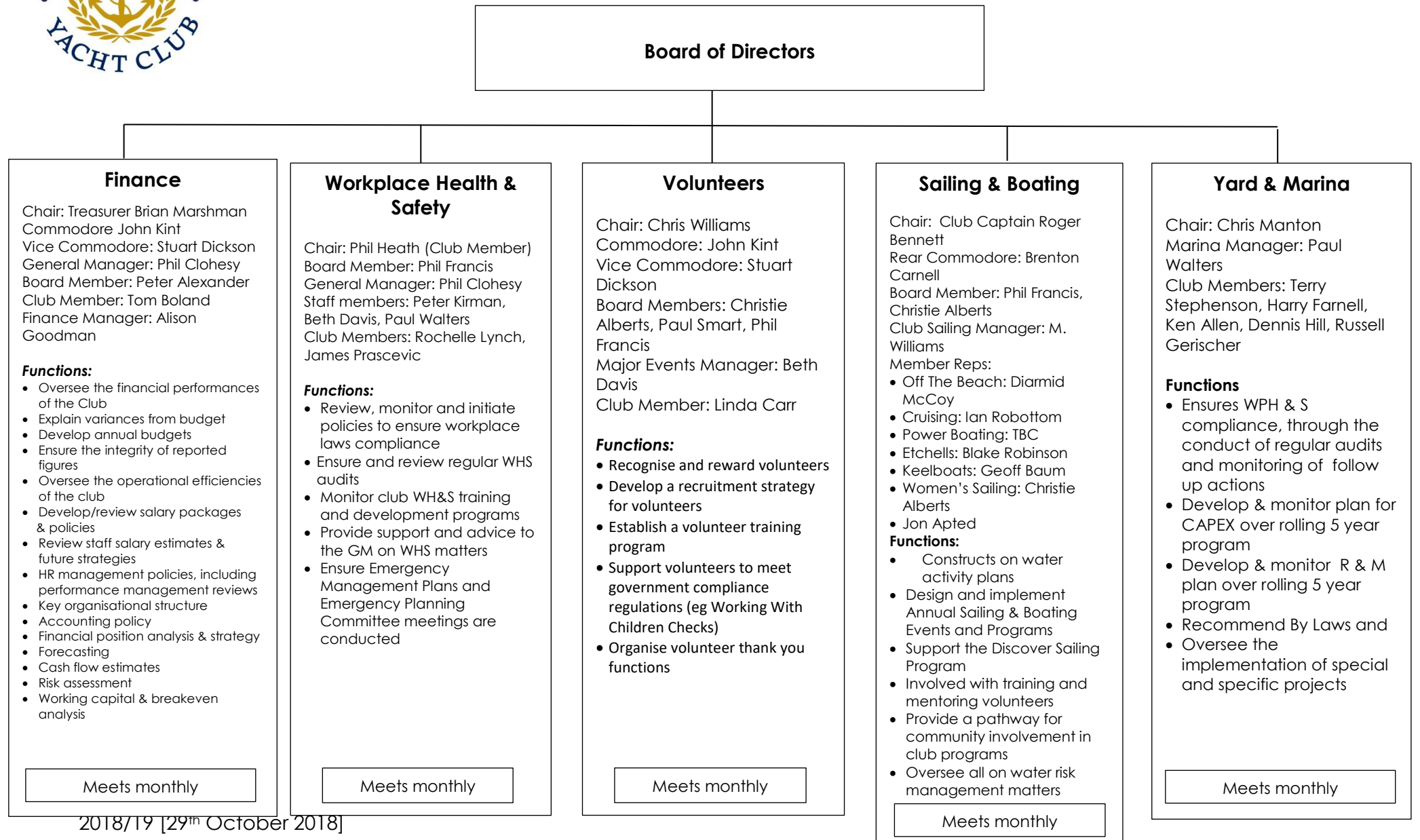
Functions:

- Plans, reviews progress and makes recommendations relating to Strategic Plan desired outcomes.
- Undertakes research to guide the long term planning of the club: such as education programs, expanded and innovative member activities, resources.
- Considers bidding for major events
- Fosters strategic partnerships
- Develops the strategic goals and plans for the growth of on water participation
- Monitors and reviews participation trends
- Makes recommendations for future programs and activities

Meets quarterly or as required



MANAGEMENT COMMITTEES 2018/19





EVENT MANAGEMENT COMMITTEES 2018/19

Board of Directors

2019 Festival of Sails Event Executive Committee

Chair: Vice Commodore Stuart Dickson
Commodore: John Kint
Board Members: Phil Francis, Peter Alexander
Visit Victoria: Tikali Nicholls
Club Captain: Roger Bennett
General Manager: Phil Clohesy
Club Sailing Manager: Mike Williams
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Commercial Partnerships Manager: Steve Hassell
Club Member: Chris Williams

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly

2019 Fireball National Championships

Chair: John Garner
Commodore: John Kint
Club Captain: Roger Bennett
Club Members: Brendan Garner, Peter Durran
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Commercial Partnerships Manager: Steve Hassell
Fireball representatives: Heather McFarlane, Chris Payne, Glenn Peverell

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly

2020 Wooden Boat Festival

Chair: Vice Commodore Stuart Dickson
Club Captain: Roger Bennett
Club Members: Peter Doyle, Linda Carr, Janet Torode, Robert Heath, Roger Bennett
Major Events Manager: Beth Davis

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly



EVENT MANAGEMENT COMMITTEES 2018/19 (continued)

Board of Directors

2020 49er/Nacra World Championships

Chair: Chris Manton
Club Captain: Roger Bennett
Board Members: Peter Alexander
Club Members: Rod Hagebols, TBC
General Manager: Phil Clohesy
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Commercial Partnerships Manager: Steve Hassell

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly

2019/2020 Cadet National Championships

Chair: TBC
Board Members: TBC
Other Members: TBC
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Commercial Partnerships Manager: Steve Hassell
Club Sailing Manager: Mike Williams

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly

2020 Laser Masters World Championships

Chair: Ryan Walker
Board Members:
Club Members: Clive Humphries, Frant Bucek
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Commercial Partnerships Manager: Steve Hassell
Laser Representatives: Peter Merritt, Jack Graeves, James Mitchell

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly

2022 Fireball World Championships

Chair: TBC
Board Members: TBC
Club Members: TBC
Major Events Manager: Beth Davis
Event Operations Manager: Peter Kirman
Club Sailing Manager: Mike Williams
Commercial Partnerships Manager: Steve Hassell
Fireball representatives: Heather McFarlane, Chris Payne, Glenn Peverell

Functions:

- Prepares and monitors Budgets
- Reviews performance v actual
- Oversees programming and event plans
- Ensures partnerships and relationships are managed

Meets monthly



STANDING WORKING GROUPS 2018/19

Sailing & Boating Operations

Off The Beach

Chair: Diarmuid McCoy
Board Member: Peter Alexander
Other Members: Amanda Field, Alison Goodfellow, Christian Cantwell, Jason Farnell, Murray Mitchell-Hill, Steve Nuenhoffer., Mandy Kelly, Brendan Garner, Ryan Walker, Chris Jones, Matt Di Sciascio, Mara McDonald, Sue Harman, Sue Beretta, Milly McDonald (Captain), Nathan Field (Vice Captain)
Club Sailing Manager: Mike Williams

Functions:

- Manages the Off The Beach Group
- Organises OTB annual race schedule
- Recruits, retains & rewards OTB volunteers in association with the Volunteers Committee
- Manages the OTB canteen
- Conducts weekly OTB racing
- Organises annual Bravo Presentation Night
- Organises the annual 'Supersail' regatta
- Coordinates OTB coaching program
- Supervises and Maintains OTB race equipment
- Recommends policy and rule changes to S & B Committee

Meets monthly

Sailability

Chair: Graeme Ritchie
Board Member: Paul Smart, Phil Francis
Club Members: TBC
Club Sailing Manager: Mike Williams

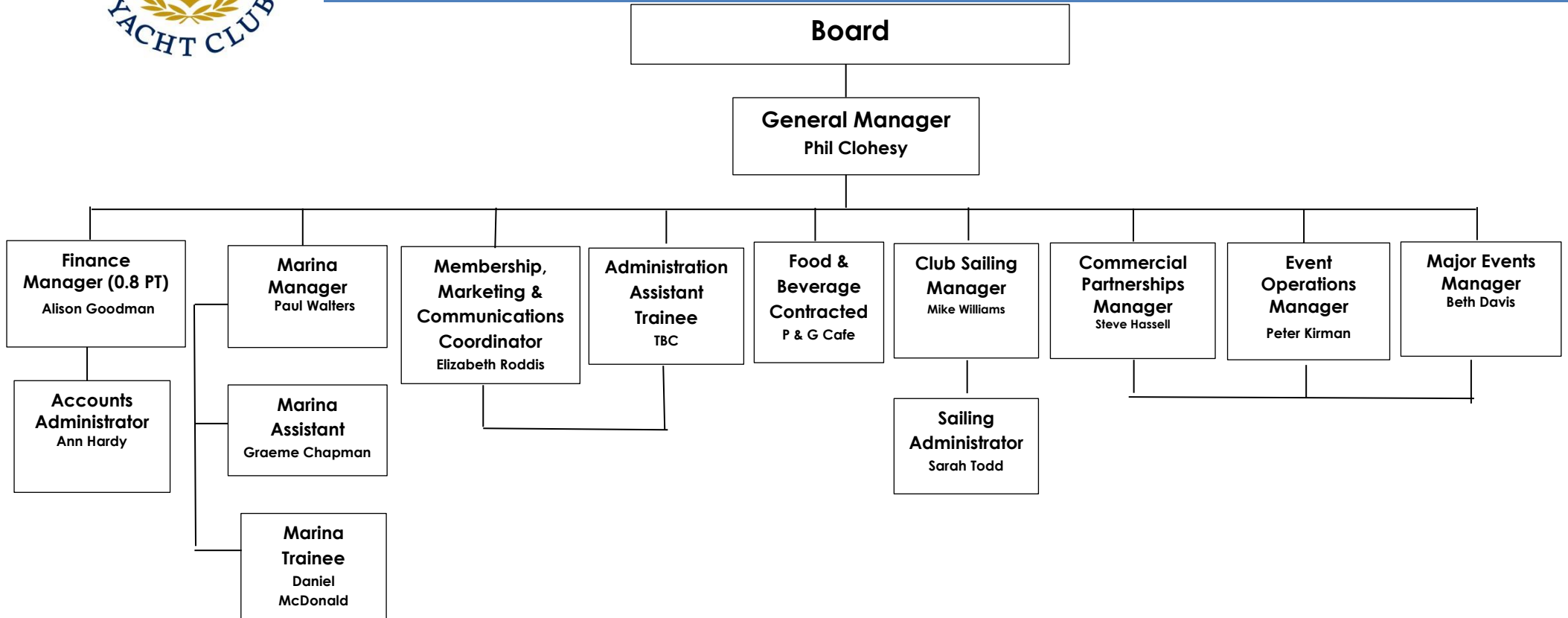
Functions:

- Coordinate the Sailability program for partner organisations and their clients
- Manage the Sailability Boats and equipment to ensure a high standard
- Make recommendations for future programs, equipment, leadership and opportunities
- Recruit, retain and reward Sailability volunteers
- Monitor client feedback
- Generate an annual report to the Board

Meets quarterly



STAFF STRUCTURE 2018/19





STAFF STRUCTURE 2017/18

General Manager	Finance Manager	Accounts Administrator	Commercial Partnerships Manager	Major Events Manager	Event Operations Manager
<ul style="list-style-type: none"> • Risk Management • Strategic Planning and Implementation • Financial Management • Human Resource Management • Operational Systems • Governance • Facility development 	<ul style="list-style-type: none"> • Financial reports and controls • Overall Budgets • Preparation of reports for Finance Committee & Board • Management of assets and liabilities • End of month reporting • Cash flow • Debtor & Creditor control 	<ul style="list-style-type: none"> • Accounts payable • Accounts receivable • Member subscription and debtor collection • Reconciliations • POS (point of sale) management • Bar and merchandise stock control • Financial reports • Payroll management • Purchase Orders • Daily banking 	<ul style="list-style-type: none"> • Sponsorship acquisition • Sponsor servicing • Event signage and branding • Supplier liaison • Club and event prospectus • Sell advertising • Identify new income streams • Advertising and sponsor recognition in annual Corinthian magazine and Club brochure & other club publications • Oversight of Member Recruitment and Retention programs • Management of merchandise sales 	<ul style="list-style-type: none"> • Management of Major Events, including budgeting • Funding Applications to council and State Government • Management of meetings and coordination with committees • Event surveys and reports • Growth of Major Events • Stakeholder management • Event marketing, communications and promotion • Event social media • Administrative assistance to GM and RGYC Board • Management of Club and Event websites 	<ul style="list-style-type: none"> • Event contractor management • Event permits • Event planning • Event bids • Event reporting • Third party event coordination (eg. Geelong Revival) • Event documentation • City of Greater Geelong liaison • Risk management and emergency planning (incorporates all Club) • Clubhouse repair and maintenance • Workplace Health and Safety (including Club)

Membership, Marketing & Communication Coordinator	Administration Assistant Trainee	Marina Manager	Marina Assistant	Marina Hand	Club Sailing Manager	Sailing Administrator
<ul style="list-style-type: none"> • Frontline reception and customer service • Function and Clubhouse bookings • Reception cash handling and reconciliation • Day pass membership system • Coordination of Membership applications and YA numbers • Membership recruitment, retention and engagement • Membership reports • Planning of Club Social events • Implement Club Marketing Plan • Weekly newsletters • Club Social Media • Corinthian magazine collation • Coordination of material for Club website blogs • Assist Commercial Partnerships Manager with activation of Sponsor benefits • New member induction • Management of Member Database • Facilitating Membership pathways with communication points • Coordinating weekly Members' night • Coordinating Member surveys and data collection • Design of all club event flyers • Coordinate hospitality functions for Festival of Sails and other Major Events 	<ul style="list-style-type: none"> • Office reception and customer service • Marina Pen Licence agreements • Register of vessel insurance documentation • Invoicing of pen leases and yard and marina fees • End of month reporting • Maintain Marina Focus database • Contractor database and liaison • Vessel Register • Administration support for Marina Manager • Crew Dec checks • Assist with merchandise shop, including stock control • Workplace Health & Safety Committee agendas and minutes 	<ul style="list-style-type: none"> • Customer service • Fuel, ropes • Marina and Yard management • Marina and Yard Maintenance • Workplace Health & Safety • Marina database • Marina & Yard policies and procedures • Management and rostering of Marina staff • Yard and Marina budgets and performance • Management & Maintenance of Club vessels 	<ul style="list-style-type: none"> • General yard and marina maintenance • Customer service • Fuel attendant • Slipping • Rescue boat maintenance • Emergency fire response • Maintenance and service of club motor vessels 	<ul style="list-style-type: none"> • General yard and marina maintenance • Customer service • Fuel attendant • Slipping • Emergency fire response • Presentation and safety of marina compound 	<ul style="list-style-type: none"> • Sailing administration for club events • Manage club learn to sail programs, including Tackers, Keelboats and Discover Sailing • Work with Membership Coordinator to transition Learn to Sail participants to Members • Manage the School Sailing Program • Manage other club sailing programs, such as Women In Sailing, Buoyed Up, Solider On, Sailing for Blind, etc • Coordinate sailing calendar with Club Captain and Sailing & Boating Committee • Asset maintenance for club sailing boats • Corporate sailing/training promotion and management • Management of RGYC marine courses, eg power boat handling • Management of RGYC Coaching programs 	<ul style="list-style-type: none"> • Administrative assistance to Club Sailing Manager • Manage registration of race entries, crew declarations, insurance and results • Coordinate large club sailing events eg presentation dinners, opening day, regattas • Prepare sailing programs, documents and pamphlets • Assist Membership coordinator to place new members on boats (eg Twilight Sailing) • Contribute sailing & boating material to weekly newsletter • Update website and social media with sailing information • Plan, implement and oversee club education and training programs • Administration support for on water related education and training (Learn to Sail) • Maintain register of Sailing Instructors