

Volunteer Co-ordinator

The Sailing Sub-committee will appoint the Volunteer Co-ordinator ("VCO"), generally for the duration of a season, to take responsibility for ensuring that sufficient volunteers are available for each main sailing day, presently Tuesdays and Fridays.

It is fundamental to the achievement of this responsibility that the volunteers keep the VCO informed of their availability and absences. It is greatly assisted by the volunteers for the key roles of reception, safety boat and OOD arranging rotas and cover amongst themselves. They should still keep the VCO informed of who will be covering any specific day and, of course, if cover has not been arranged.

The Volunteer co-ordinator will:

- Liaise with the Sailing Sub-committee and Membership Secretary before the start of the season to obtain the proposed rotas and determine the minimum numbers required, split into the main roles.
- Ensure that contact details, phone and ideally email, are held for all volunteers, provided by the Membership Secretary.
- Liaise with the Membership Secretary to obtain details of any new volunteers joining during the season.
- Act as the main point of contact for volunteers regarding their availability to meet their rota commitments and keep a record of absences. To pick up absences from the book kept at reception.
- Monitor the availability of volunteers for each upcoming main sailing day and identify if a shortage is expected, particularly for the key roles of reception, safety boat and OOD.
- If a shortage is expected, to contact appropriate volunteers to endeavour to cover the gaps, failing which to discuss it with the Sailing Sub-committee.
- When considered necessary, to communicate with the volunteers.