

WINDLASSES' VOLUNTEER JOB FORM

Name _____

_____ phone number

_____ fax number

_____ e mail address

Listed below are jobs which need to be filled. A very brief description of the job is included. Refer to the Windlasses Officers Handbook for a more detailed job description. Please check any and all jobs you are interested in. If you have an order of preference, please indicate 1,2,3...

PLEASE RETURN THIS FORM TO THE NEWLY-ELECTED CAPTAIN AT THE MAY GENERAL MEETING. POSITIONS TO BE FILLED BY THE ADVISORY BOARD

- _____ **Education Chairman** - on going education, program for all days where races are abandoned, will work closely with:
 - _____ **New Member Director(s)** - work with and advise new members all year
- _____ **Awards and Trophies** - order charms, engrave trophies, keep records
- _____ **FWSA Delegates (3)** - attend FWSA meetings, schedule and run interclubs, and any other FWSA activities (one year commitment)
- _____ **City of Dunedin/Optimist Club Liaison** - communicates as Windlasses representative with the city of Dunedin and Optimist Club.

POSITIONS TO BE FILLED BY THE CAPTAIN

- _____ **Publicity** - send out publicity,
- _____ **Historian** - keep scrapbook, pictures
- _____ **Telephone Chairman** - appoint as many members as she wants, make calls to members as _____ requested
- _____ **Bulletin Board Coordinator** - maintain official bulletin board in neat and timely manner
- _____ **FSA Delegate** - contact and report activities
- _____ **Roster Coordinator**
 - _____ **Distribution**
- _____ **Newsletter Editor (4 times a year)**
 - _____ **Distribution**
- _____ **E-mail coordinator** - sends official e-mails to membership
- _____ **Ways and Means Chairman** - arrange for purchase of Windlasses insignia items
- _____ **Protest Chairman** - arrange for resolution of all filed protests
 - _____ **Protest Committee**
- _____ **Social Events Chairman**
 - _____ **Membership Coffee** _____ **Winter Luncheon**
 - _____ **Christmas Party** _____ **Spring Luncheon**
 - _____ **Windlass Social** _____ **Christmas Parade**
- _____ **Web Page Coordinator** - shall update and maintain web page.
- _____ **Audit Committee (Chairman + 2)** - audit Treasurer's report after Annual Meeting.
- _____ **Dunedin Cup Chairman** - organize Windlass participation in the Dunedin Cup.
- _____ **Big Sister Coordinator** - work with New Member Directors to set up program for new salts

POSITIONS TO BE FILLED BY THE RACE CHAIRMAN

- _____ **Pram Co-Coordinator [PRC]** (one from A-AA/one from B-BB Fleet) - determine course, direct pipeline to Race Chairman regarding pram needs and contact with education chair. On planning Race Committee.
- _____ **Pram Co-Maintenance (2)** - fixes boats, list of boats
- _____ **Pram Assignment Coordinator** - sign up sheets, fleet and duty assignments (4 times per year)
- _____ **Sunfish Coordinator [PRC]** (2) - determine course, direct pipeline to Race Chairman regarding Sunfish needs, and contact with education chair. On planning Race Committee.
- _____ **Sunfish Assignment Coordinator** - sign up sheets, fleet and duty assignments (4 times per year)
- _____ **Chief Scorer/Secretary [PRC]** - on RC, meeting notes, calculate and post results
- _____ **Special Races Coordinator** - set up and coordinate all special races (6 times per year)
- _____ **RC Personnel Coordinator** - assign on-the-water personnel for both courses
 - _____ **On-the-Water RC** - raise flags, timers, crash boat, etc.
 - _____ **Chase Boat Personnel Assignment Coordinator**
- _____ **Support Boats Coordinator** - arrange for and coordinate other necessary boats
 - _____ **City Boat Coordinator** - gas, oil, repairs, etc.,
 - _____ **Run Crash Boat and Set Course**
- _____ **RC Equipment Coordinator** - marks, flags, equipment, etc. repaired and available for all races and keep locker organized

POSITIONS TO BE FILLED BY THE CRUISE CHAIRMAN

- _____ **Cruise Committee** - willing to help on one, several, or all cruises
 - _____ **Cruise Pram Assignment Coordinator**
 - _____ **Cruise Support Boat Coordinator**
 - _____ **Cruise Duty Assignments**
 - _____ **Cruise Equipment Coordinator**

