

Day Sail Chair

POSITION SUMMARY:

Reporting to the Fleet Captain, the Day Sail Chair is responsible for organizing day sails and associated activities. This role is pivotal to the fundamental purpose of the organization: getting women out on the water in sail boats. It is essential that these responsibilities be carried out in a consistent, professional, and timely manner according to Board-established policies and procedures.

SPECIFIC RESPONSIBILITIES/DUTIES:

1. Administer the WSA day sail program
2. Coordinate provisioning assignments
3. Keep the skipper and day sail captain apprised of event status
4. Solicit member boats and skippers as participants in day sail program
5. Organize and hold day-sail captain training programs and seminars
6. Notify the Membership Chair when a member is designated a day sail captain
7. Coordinate day sail activities with Racing and Cruising chairs
8. Provide input to Publications Director, Webmaster and the Newsletter Editor concerning day sail activities.
9. Assist the Education Chair in identifying sailing topics and speakers for general meeting presentations.
10. Submit a written annual review of position activities to the Board of Directors by December of each year
11. Compile and report statistics related to day sail activities to Awards Committee for recognition purposes at annual Awards Dinner
12. Attend WSA Board meetings as a non-voting member
13. Participate in all WSA general meetings and sponsored events, as appropriate.

GENERAL QUALIFICATIONS/EXPERIENCE:

Current membership status. Comfortable with personal computers—word processing and e-mail—and the telephone in arranging the day sail program. Ready access to a telephone and a personal computer with e-mail and word processing capabilities. Diplomat and nag.

POLICIES:

1. Schedule only current WSA sailing members or skippers' guests who have signed a WSA waiver for the current year.
2. Schedule at least one day sail captain on every day sail. (Note: If there is no day sail captain, the event is not a WSA day sail.)
3. With the skipper and day sail captain, schedule balanced day sail crews, that is, a mix of participants—novice and experienced, physically challenged, and fit—suitable for comfortable vessel operation.
4. For each day sail, publish and retain records of the following: schedule, skipper, vessel name and type, day sail captain, crew, vessel location and directions to the vessel, and provisioning requirements. If applicable, include the waiver for skipper's guest, newsletter articles, and photographic contributions.
5. Based on nominations from skippers and board members, designate WSA members as day sail captains.