

Skippers' Liaison

POSITION SUMMARY:

Reporting to the Fleet Captain, the Skipper Liaison plans, organizes, and facilitates meetings that only WSA skippers attend. These meetings allow the skippers to voice their concerns regarding policy and procedures; relate good, bad, or indifferent experiences concerning WSA-sponsored activities; and discuss ideas, future activities, and concerns unique to the skippers.

SPECIFIC RESPONSIBILITIES/DUTIES:

1. Act as the communications conduit between the skippers and the Board.
2. At the first skippers' meeting of the year, facilitate the voting procedures for the Skipper Liaison position.
3. Conduct four meetings a year and take the meeting minutes.
4. Arrange for a meeting location and time in advance.
5. Update the skippers' e-mail rosters from the general membership database.
6. Prepare the meeting announcement and e-mail it to all skippers and Board members.
7. Set the meeting agenda.
8. Purchase and set up snacks and paper goods for the meeting. Submit the expense receipt to the Treasurer for reimbursement.
9. Clean up the meeting site following the meeting.
10. Prepare meeting notes and distribute them to skippers and Board members.
11. Report meeting results to the Commodore and the Board, as appropriate.

GENERAL QUALIFICATIONS/EXPERIENCE:

Current membership status. Knowledge of Excel software needed to produce the skipper roster; familiarity with personal computers (for e-mail, meeting agendas, and meeting minutes); experience in preparing agendas, conducting meetings, and writing meeting minutes. Being diplomatic and having knowledge of a skipper's unique perspective is helpful.