

Oregon Women's Sailing Association

Volunteer Position Descriptions

Overview

The purpose of this document is to communicate the Roles and Responsibilities of the OWSA Board Volunteer Positions (Officers, Directors, Program Chairs and Volunteer position Descriptions) and other roles needed to support OWSA.

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Definitions

Flag Officers are Commodore, Vice Commodore, Rear Commodore, Treasurer, and Secretary. These positions are required by the OWSA bylaws. The Flag Officers also serve on the Board of Directors in a voting capacity. Officers are Flag Officers because they receive a “Flag” when they come into office.

Directors are positions which have voting rights during board meetings. See also the Board of Directors Responsibility section below that describes Board Member Responsibilities. Directors include:

- Education Director
- Fundraising/Marketing Director
- Operations/Technology Director
- Programs Director
- Social/Membership Director

Voting Board Members are directors and officers, and all Board Members have voting rights during board meetings.

Many volunteers that support OWSA do not have voting rights during board meetings, but attend meetings on occasion to make presentations. Positions include, but are not limited to:

Volunteer Support Positions

- BOAST Program Coordinator
- Boat Show Coordinator
- Boat Wrangler
- Class Registrar
- Communications Coordinator
- Fleet Manager
- Fireside (New Member Orientation) Coordinator
- First Mate Training Coordinator
- Fundraising Committee Coordinator
- Guppy - General Meetings
- Guppy - Education
- Membership Coordinator
- Merchandise (Chandlery) Coordinator
- Nauti Drinks Coordinator
- Race Captain
- Skipper Vetter
- Technology Coordinator
- Volunteer Coordinator
- Webmaster
- Wednesday Night (WNS) Sail Coordinator

Board Member Responsibilities (Directors and Flag Officers)

1. Understand and support the mission, purpose and programs of OWSA. Prepare for, attend and fully participate in Board and committee meetings and other organizational activities.
2. Take initiative and provide leadership to make sure that all significant matters are appropriately addressed.
3. Support decisions made by the Board.
4. Hold in confidence personal and sensitive information learned as a result of Board activities.
5. Serve the organization as a whole rather than any personal interest or special constituency.
6. Avoid even the appearance of a conflict of interest that might reflect unfavorably on the Board or the OWSA organization.
7. Disclose any potential conflict of interest to the Commodore of the Board.
8. Exercise reasonable and prudent care with respect to the organization, its volunteers, members and its financial and other assets.
9. Act in good faith and in a manner to be in the best interest of OWSA in carrying out Board responsibilities.
10. Participate in the identification and cultivation of prospective donors.
11. Provide a link from the broader community by sharing perspectives, resources and talents.
12. Serve as an ambassador and advocate for OWSA, formally representing the organization when authorized.
13. Identify potential board members and others who might assist the organization.
14. Will be guided by the bylaws in support of OWSA's mission.
15. Adhere to the Communication Commitment.

_____ / ____ / ____
Director Signature/Title Date

Board of Directors- Flag Officers

Commodore

1. Time Commitment: Average of 20 hours per month.
2. Is a Flag Officer and Voting Board Member.
3. Responsible to, for, and with the OWSA board in maintaining policies and procedures; thereby ensuring OWSA meets and fulfills the obligations to keep the 501(c)3 status active.
4. Supports flag officers in their roles and responsibilities.
5. Responsible for working with directors to identify and recruit new board members and program chairs.
6. Facilitates board meetings and supports the Vice Commodore with general meetings; facilitates board voting process and Annual Meeting during the annual membership meeting.
7. Plans locations and dates for board meetings; sets agendas.
8. Represents OWSA within the greater Portland/Vancouver Metro sailing community throughout the year.
9. Available for all inquiries about OWSA whether from within the board and/or membership, as well as from outside the sailing community (this may include but not be limited to recurring email and/or written correspondence).
10. Ensures that OWSA post office box gets routinely checked (weekly recommended).

Vice Commodore

1. Time Commitment: Average of 20 hours a month.
2. Is a Flag Officer and Voting Board Member.
3. Supports & shadows Commodore to learn about the board process in preparation for becoming Commodore the following year.
4. Throughout the year, spends time with each chair while they are performing their function for familiarization of how each OWSA program operates.
5. Arranges meeting facilities for general meetings.
6. Arranges speakers for monthly general membership meetings. Introduces speakers at general meetings; shares information about upcoming speakers with members in attendance at general meetings.

7. Attends board meetings and general membership meetings. Conducts these meetings in Commodore's absence.
8. Attends Finance Committee meetings when called.
9. Manages budgets for Meetings & Membership.
10. Creates Nominating Committee in July for nomination & vetting of directors, preparing the ballot for the Annual October meeting.
11. Organizes Board Retreat and coordinates activities for team-building, addresses important issues and discusses objectives for the upcoming year.
12. Serves as a liaison to the sailing community and a champion for OWSA.
13. Accepting the Vice-Commodore position requires three-year commitment - first in the role of Vice Commodore, then as Commodore and finally as Rear Commodore.

Rear Commodore

1. Time Commitment: Average of 10 hours per month.
2. Is a Flag Officer and Voting Board Member.
3. Supports and advises incoming Commodore and advocates for volunteerism and provides mentoring to interested board members.
4. Serves as a liaison to the sailing community and a champion for OWSA.
5. Organizes and facilitates OWSA's Island Sailing Club scholarship by:
 - a. preparing application forms,
 - b. ensuring Webmaster posts application forms to OWSA website,
 - c. announcing opening (usually beginning of January) and closing (usually end of February) of application period,
 - d. heading a selection panel/process, and
 - e. working with Webmaster to ensure ISC Program page on OWSA website stays current

Secretary

1. Time Commitment: Average of 8 hours per month.
2. Is a Flag Officer and Voting Board Member.
3. Records minutes at Board meetings and the Annual membership meeting (October).
4. Submits minutes to the Commodore & the board for review.

5. Responsible for ensuring Board meeting minutes are posted to the OWSA website after they are approved by the Board of Directors.
6. Create Annual Report in conjunction with Flag Officers and maintain Business Registry Records with the Secretary of State.

Treasurer

1. Time Commitment: Average of 10 hours per month.
2. Is a Flag Officer and Voting Board Member.
3. Completes all legally required accounting and bookkeeping activities for OWSA in support of maintaining OWSA's 501(c)3 status, including preparing annual tax forms.
4. Knowledge of Quickbooks is required and/or aptitude to learn Quickbooks.
5. Provides financial updates at every Board meeting which should include a comparison to same time last year. Interpret budgets so that the board understands the financial position of OWSA. Present general balance totals at General meetings.
6. Provide draft budgets to the board members and chairs who are responsible for programs. Enter the approved budgets into Quickbooks.
7. Bookkeeping:
 - a. Within Quickbooks, maintain the day to day accounts including accounts payable, and accounts receivable.
 - b. Enter the weekly receipts from the merchant account, reconcile on a monthly basis to the checking account and provide updated financial reports for the board meetings.
8. File annual tax forms with the State of Oregon.

Board of Directors- Program Directors

Education Director

1. Time Commitment: average 30 Hours per Month during October - June
2. Voting member of the board.
3. Requirements: Must have computer and internet access. This position covers a broad range of activities and benefits from experience using current computer applications.
4. Education Director supports and oversees the OWSA Education Task Force (Class Coordinators, Instructors, Race Captain, First Mate Co-ordinator, Class Registrar, Guppies, Education Galley Gal (if there is one) and OWSA's education classes and events.
5. Oversees new, changes to or proposed offerings in the curriculum; for example Dock Talk.
6. In September, confirms classes for the following year's calendar
7. In October, schedules class dates with OCSA through OWSA's OCSA representative.
8. In November, prepares or oversees the preparation of the OWSA classes brochure used at the Portland Boat Show.
9. Oversees budgets for all OWSA education classes.
10. Recruits and works with class coordinators as needed to coordinate curriculum, instructors, logistics, securing equipment and facilities, support staff, class debriefings and thank-yous.
11. Recruits support staff from OWSA club members for the positions of advertising, teacher's assistant (Guppy), and cooking (Galley Gal) which help in each class as needed.
12. Attends education events, functions & meetings.
13. 1Receives and answers communications about classes.
14. Stresses safety, fun, high level of instruction, resolves conflicts.
15. The commitment involves an average of 30 hrs a month from October through June, and attendance at monthly board meetings. It is a 2 year commitment with the 2nd year being a training year for a successor.
16. Plans with Education Class Registrar, First Mate Co-ordinator, Race Captain, Guppy and Education Galley Gal about their recommendations for future replacements and vets those replacements, naming the new people to take the positions.

Programs Director

1. Time Commitment: Average of 20 hours per month.
2. Voting member of the board.
3. Attends all Board Meetings.
4. Is liaison to the Board for Wednesday Night Sail and Boast programs.
5. Prepares monthly Status Report on the WNS and BOAST programs, including Fleet Management, Skipper Vetting, and Boat Wrangling.
6. Communicates with and supports:
 - WNS Coordinator
 - Boat Wrangler
 - Skipper Vetter
 - BOAST Coordinator
 - Fleet Manager
7. Support includes approval of expenses (reimbursement forms and invoices) to be submitted to the Treasurer.
8. Meets as necessary with BOAST Chair, Fleet Manager, and Education Director to coordinate workshops for maintenance work on boats.

Social/Membership Director

1. Time Commitment: Average 10-15 hours per month
2. Requirements: Must have computer and internet access.
3. Voting member of the Board.
4. Attends All Board Meetings.
5. Social/Membership Director supports and oversees the roles within OWSA's Social and Membership Team (Boat Show Coordinator, Membership Chair, Social Coordinator, Fireside Coordinator, the Volunteer Chair) and helps to support those positions as well as OWSA's events which those chairs/positions provide.
6. Attend meetings and communicate key information. Provide regular reports to the Board on issues and opportunities within defined scope of responsibility.

Operations/Technology Director

1. Time Commitment: On average 6-8 hours per Month
2. Voting member of the board.
3. Requirements: Must have computer and internet access.
4. Since this position leads the technology coordinators for the organization, a good understanding of systems is needed to be effective in the position.
5. Acts as system administrator for most of our technology, primarily our non-profit Google Workspace account for administrative functions and Sailing Club Manager for member and event based functionality.
6. Willingness to learn new technologies is needed to match organization needs with available technologies.
7. Coordinate and facilitate the activities of the Technology Chair, Webmaster and Communications Chair and other OWSA representatives dependent on our technology (Treasurer, Chandlery, WNS Coordinator, etc.)
8. Attend meetings and communicate key information.
9. Provide regular reports to the Board on issues and opportunities within defined scope of responsibility.
10. Participate in onboarding for new OWSA board members and volunteers.
11. Partner with OWSA technology positions to develop and maintain systems that support the OWSA mission.
12. Provide regular reports to the Board on issues and opportunities within defined scope of responsibility.

Chairs, Coordinators, Support Positions

Volunteerism is the wind in OWSA's sails. The wide variety of programs offer opportunities to teach, lead and learn new skills. It takes a village of Chairs, Coordinators and other Volunteer Support Positions to make OWSA an effective organization. The following volunteer descriptions identify the various roles and time commitments for the volunteer opportunities at OWSA.

BOAST Program Coordinator

1. Time Commitment: Average 10 hours per month
2. Reports to: Program Director
3. Requirements: Must have excellent organizational skills and ability to coordinate resources and mentor new sailors.
4. Update the Boast Program participant application form annually. Reviews applicants and recommends BOAST Program participants to OWSA Board.
5. Matches participants with boats and holds participants accountable to participation rules.
6. Reports monthly to the Program Director on participant activity and boat usage.
7. Fleet Manager reports to the Program Director and works closely with the BOAST Chair to ensure the boats are safe and maintained in good working order.
8. Ensures all participants are trained on proper boat usage, scheduling of boats, boat maintenance, reporting boat maintenance needs to the Fleet Manager that are non-routine.
9. Attends monthly general meetings and OWSA events publicizing BOAST program opportunities.
10. Encourages BOAST program participants to log volunteer hours.

Boat Show Coordinator

1. Time Commitment: Average of 15 Hours coordinating event and 8 hours volunteering at event.
2. Reports to: Social/Membership Director
3. Requirements: Must have excellent organizational skills and ability to coordinate resources for events publicizing OWSA.
4. Coordinates OWSA Booth presence yearly at Portland Boat Show and other events as identified, i.e. Women's Expo.
5. Acts as liaison between OWSA and organizations coordinating boat shows or other events.

6. Responsible for designing, setting up and breaking down booths.
7. Organizes and recruits volunteers for staffing booths.
8. Supports outreach activities to gain new members.
9. Coordination with local businesses for possible donations for a raffle basket.
10. Works closely with the Membership Chair in contacting possible interested individuals to answer questions or concerns on becoming a member.

Boat Wrangler

1. Time Commitment: Average of 2 Hours per month.
2. Reports to: Programs Director
3. Communicates directly with skippers in an effort to ensure skippers are identified for WNS and other OWSA events. Contacts community skippers each January (prior to WNS season starting) to ensure moorage information is correct, crew requirements have not changed and thanks them for their support of OWSA.
4. Responsive to all inquiries from Program Chairs about community boats and boats in the fleet.
5. Updates boat information in the sailing club system, including attaching current insurance information and ensuring contact information is up to date.
6. Engage new skippers to develop and build their interest in skippering at OWSA sponsored events, including general meetings, community events, racing, etc.
7. Review all boat records in the fall and ensure boat records are up to date. Ensures all boats in the system are associated with a contact.
8. Contact "Skipper Vetter" if a new skipper needs to be vetted; request an application be completed and forward the application to the Skipper Vetter. If the Skipper/Boat is approved by Skipper Vetter, add to the system and share with Program Chairs.
9. Work closely with the Fleet Manager and Boast Program Chair to add Boast program skippers into the system each spring.

Bookkeeper

1. Time Commitment: Average of 3 hours per month.
2. Reports to: Treasurer
3. Knowledge of Quickbooks is required and/or aptitude to learn Quickbooks.
4. Bookkeeping:
 - a. Within Quickbooks, maintain the day to day accounts including accounts payable, and accounts receivable.
 - b. Enter the weekly receipts from the merchant account.
 - c. Check mailbox monthly for invoices and distribute mail electronically to appropriate volunteer, and/or process invoices and receivables.

Class Guppy

1. Time Commitment: Average of 5 hours per class session.
2. Reports to: Education Director
3. Requirements: Must have excellent organizational skills.
4. The OWSA Education Guppy is the assistant to the Education Director, Class Registrar, and Instructors.
5. If Class Guppy needs reimbursement for expenses, guppy will fill out the Expense Report and submit to the Education Director and Treasurer.
6. In exchange for being a guppy, registration fees for OWSA classes are waived.
7. Attends every class session for the class she signs up to guppy for; arrives at least 45 minutes early to prepare and set up AV equipment, collects, corrects, and returns homework (if any), cleans up or oversees the classroom and ensures it is left cleaner than when class started.
8. Attends Education organizational meetings as needed.
9. Receives, proofs, and prints attachments via email in MS Word.
10. Does any necessary copying of class materials prior to class.
11. Replaces material not being used or relevant to the class.
12. Maintains list of "Visiting Instructors" for recognition purposes.

Class Registrar

1. Time Commitment: Average of 10 Hours per month.
2. Reports to: Education Director
3. Requirements: Must have excellent organizational skills and a computer with internet access.
4. In November/December, receives **OWSA Class Registrar process document** and training from prior Class Registrar including training on the Sailing Club Manager system.
5. In November, gives the final Education Brochure to the webmaster so it can be posted to the Education page on OWSA website and the Education page can be updated with current classes, class text, class prices, registration deadlines, etc.
6. In December, updates the system to add classes for next year.
7. In December, reviews Education Brochure and Education pages on OWSA website to ensure they are in agreement. Becomes familiar with all class offerings.
8. Registers self for classes because this position receives scholarship to attend classes for FREE. Talk to the Education Director about registering other volunteers.
9. Three weeks before class, drafts (copies from last year) and gets approval of the class instructor, and then sends "Welcome to class xxx" emails to all participants approximately 7 days prior to each class. Sends other updates and notices to class registrants as needed.
10. Arranges with the Education Director and OWSA Treasurer for any refunds for students who cancel registration prior to 10 days before class.
11. If requested by the Class Instructor, emails Class Roster to Class Instructor.
12. Prints Class Roster and brings to the 1st class session. Meets students as they come to class and ask them to sign the Roster/sign-in sheet.
13. Prints and assembles Name Buttons and brings them to each class session. Gives students Name Buttons at the 1st class session.
14. Emails documents or notices from instructors to students as requested or asks Webmaster to post them for retrieval by the students on the website. Sends any communication needed to students from instructors.

Communications Coordinator

1. Time Commitment: 4 Hours per Month
2. Reports to: Operations/Technology Director
3. Requirements: Must have computer and internet access
4. Coordinates with the Board to facilitate OWSA's public perception and maintain brand and visual assets across all Social and Media Channels.
5. Monthly, solicits announcements from the Board and pushes a newsletter with announcements to active membership via email.
6. Solicits membership for stories and adventures for OWSA News column posting and monthly announcements.
7. Coordinates with Webmaster and Marketing Director on information to post on website, social media, newsletter and mailings. (*Note: Social Media under Marketing as of 2024*).
8. Serves as the backup for the Webmaster in posting "News" and communicates with the Webmaster when help is needed with social media postings.
9. Oversees development of annual marketing materials: OWSA brochure and Education brochure in collaboration with Social/Membership Director and Membership Chair.
10. Sends emails from the database when requested. Database emails may be targeted to general membership or a group of members filtered by skill, volunteer interests, or activities.

Fireside (New Member Orientation) Coordinator

1. Time Commitment: 8 Hours per Quarter from January through August
2. Reports to: Social/Membership Director
3. Requirements: Excellent organizational skills and people skills
4. Set up fireside meetings:
 - a. find existing members that wish to host a meeting
 - b. find an existing member that would like to present at that meeting
 - c. provide OWSA education brochures to attendees at each event
5. Notify the Communications Chair and Webmaster of date, time and place of event for posting on Facebook and on website, and adding to monthly announcements.
6. Notify Membership Chair of who attended.
7. Historical Notes: Meetings were generally held the week following the general meeting on a

weeknight from about 6-8p and typically not on Wednesday, due to sailing/club conflicts. Generally not held in July (OWSA picnic) Oct, Nov or Dec (hard to find hosts/presenter during the holidays) Date and time are meant to suit host and presenter and meetings may be cancelled if only 2 or less people RSVP.

First Mate Coordinator

1. Time Commitment: 8 Hours average per month from February through August
2. Reports to: Education Director
3. Requirements: Intermediate to Advanced Sailor with ability to train others and assess skills
4. Maintains an up to date database of OWSA members who are qualified and willing to serve as First Mates.
5. Communicates this information to the Education Director and Wednesday Night Sail Co-ordinator (WNS.)
6. Seeks, vets and approves FM candidates, and recruits other qualified FM's to assist as vetters.
7. Participates in at least one WNS per month during WNS season.
8. Monitors Wednesday Night Sails to ensure FM's are participating.
9. The First Mate Coordinator is ideally an advanced sailor with a strong working knowledge of sailing; including terminology, emergency procedures, sail trim, boat handling, docking/disembarking, right of way rules, and an understanding of navigational aids and charts. Her primary duty is to ensure safety on WNS by vetting and approving First Mates.
10. Early in the year, the FM Coordinator contacts the FM's from the prior year and sees which ones wish to remain FM's. Updates the database. redundant
11. When ISC and BOAST program scholarships are announced, certifies these ladies as First Mates by June 1st if at all possible; typically the announcement is made early in March.
12. Each new FM shall be checked out individually, underway on a sailboat.
13. It is recommended that new First Mates be announced at the monthly meeting and posted on the website.

Fleet Manager

1. Time Commitment: Average of 4 Hours per month
2. Reports to: Programs Director
3. Requirements: Must have a basic understanding of boat maintenance and willingness to partner with community experts to support boat maintenance
4. Participates in the BOAST program kick off meeting and goes over basic boat preparation including reviewing supplies provided with the boat, the responsibility of the participants to properly maintain boat, clean boat and report any malfunctions or boat repairs needed.
5. Proposes budget for boat maintenance and coordinates projects and transporting boat if needed.
6. Oversees inventory in storage, manages storage area and responsible for knowing where the boat trailers are stored.
7. Assesses boats at the beginning of each year to determine maintenance required.
8. When requested trains BOAST program participants on boat maintenance, and recruits volunteers to assist with boat maintenance.
9. Coordinates motor repairs, rigging tuning and improvements to OWSA fleet.
10. Work with Education Director to coordinate set up of workshops in the system and conduct workshops in partnership with subject matter experts.
11. Ensures fleet registrations are renewed and current.

Membership Chair

1. Time Commitment: Average 4 hours per month.
2. Reports to: Social/Membership Director
3. Attends monthly general meetings:
 - a. print membership reports specific to both
 - b. prepare nametags
 - c. setup of greeting/nametags table partnering with a volunteer
 - d. take headcount of attendees at monthly meeting
4. Uses and ensures membership is updated in the OWSA sailing club system.
5. Follow up and talk to potential new members who sign up for OWSA but do not join.

6. Maintains OWSA membership records
7. Processes membership payments and registrations and ensures new members and potential new members are followed up with in a timely manner.
8. Notifies program chairs and volunteer coordinator via email of members wanting to volunteer.
9. Prepares systems for the annual membership year roll over and sends out end-of-year membership renewal notices.
10. Monthly statistics reporting to the OWSA Board via the Social/Membership Director.

Merchandise (Chandlery) Coordinator

1. Time Commitment: Average of 8 hours a quarter
2. Reports to: Marketing/Fundraising Director.
3. Attends all OWSA general membership meetings, displays OWSA merchandise and takes orders.
4. Orders merchandise from vendor(s) within a few days following the meeting. Updates the status of the order through completion.
5. Picks up orders prior to following OWSA general membership meeting and distributes. Packs and ships online orders through UPS if shipping is required.
6. Takes deposits to the bank, making copies of checks and deposit slip then submitting copies to Treasurer along with Invoices.
7. Maintains website current with accurate pricing and descriptions, adding or discontinuing items based on interest and sales.
8. Enters all sales in OWSA database, tracks inventory in Google Docs.
9. Keeps accurate inventory log, submitting it quarterly to the Treasurer.

Race Captain

1. Time Commitment: Average of 12 hours per event.
2. Reports to: Education Director
3. Requirement: Strong knowledge of racing
4. Organizes, staffs and runs OWSA racing learning opportunities as defined by the current Race Captain to include events like the Racing Tactics Class, Race Clinic, Women's Regatta and Beer Can Races.
5. Responsibilities for events can include, but are not limited to:
 - a. Confirming speaker, instructors, and venue for race classroom events
 - b. Securing and organizing committee boat and race committee
 - c. Scheduling and coordinating mark boat, flags and horn
 - d. Confirming racing boats, and committing skippers and mentors
 - e. Assessing and assigning crew
 - f. Organizing after-race social
 - g. Procure and presents awards
6. Develops a budget for the Racing Program.
7. Participates as the Club Race Captain in Oregon Corinthian Sailing Association (OCSA) and promotes sailboat racing events in the northwest. This includes attending OCSA calendar/scheduling meetings and developing content for the Racebook.
8. Attends race education and race committee training to achieve the overall goals of this program. This may include PIYA Race Official training and volunteering for Committee Boat assignment for OCSA or SYSCO events.

Skipper Vetter

1. Time Commitment: Average of 3 hours per skipper vetting; average of 2-3 skipper vettings per year.
2. Reports to: Programs Director
3. Requirements: Must have extensive sailing experience to evaluate skipper skills and safety
4. When the Boat Wrangler or other Program Volunteers identify a potential new Community Skipper, they request the potential new Skipper to complete the Application form and Waiver. Once received, they are forwarded to the Skipper Vetter for review.
5. If the Skipper Vetter determines the potential new Community Skipper has sufficient experience to safely take out beginning sailors based on the information provided, the Skipper Vetter will contact

the Skipper, visit the boat and go through a safety checklist with the Skipper then go out on a short sail with the Skipper.

- a. If the Skipper Vetter approves of the new Skipper, they email the Boat Wrangler and ask them to add them to the Sailing Club System as a new Community Skipper.
 - b. If the Skipper Vetter does not approve the new Skipper, they share with the Skipper the reasons why and email the Boat Wrangler communicating the Skipper was not approved as a new Community Skipper.
6. Emails the Programs Director monthly by the first of each month with an update on Skipper Vetting activity.
 7. Work closely with the Boat Wrangler and other Program volunteers as needed.

Social Coordinator

1. Time Commitment: Average of 4 hours per month.
2. Reports to: Social Director
3. Plans and organizes ice-breakers that encourage mingling during the social portion of the general meetings and/or during a designated social event each month.
4. May purchase give-a-ways or prizes.
5. Greets attendees as they arrive at meetings.
6. Works with Vice Commodore to organize social activities at the July Picnic and Christmas Party at the December General Meeting.

Technology Coordinator

1. Time Commitment: On average 4 hours per Month
2. Reports to: Operations/Technology Director
3. Requirements: Must have computer and internet access
4. Acts as Administrator for OWSA's Technologies, including Sailing Club Manager, G-Suite, Zapier and Quickbooks.
 - a. Manages access to systems and access policies.
 - b. Monitors and maintains SCM including enquiries, templates, contact lists and notifications.
 - c. Works with the board and volunteers to troubleshoot problems.

- d. Manages BOAST Site.
 - e. Dispositions owsa.net misdirected email.
5. Reviews Sailing Club Manager New Releases and Features and determine if any may be interesting for OWSA to implement.
 6. Establishes written standards for SCM system use
 7. Helps train volunteers.

Volunteer Chair

1. Time Commitment: Average 4 hours per month.
2. Reports to: Social/Membership Director.
3. Attends monthly general meetings and OWSA events publicizing open volunteer opportunities and recruiting volunteers.
4. Receives requests from OWSA Board members requesting new volunteers and identifies members who can fulfill responsibilities.
5. Ensures Volunteer position descriptions are current.
6. Monitors volunteer hour recordings and encourages/reminds volunteers to log volunteer hours.
7. Promotes the benefits of being a volunteer.
8. Monthly statistics reporting to the OWSA Board via the Social/Membership Director on the number of open volunteer positions and the number filled during the month.

Webmaster

1. Time Commitment: Average of 4 hours per month.
2. Reports to: Operations/Technology Director
3. Requirement: Must have a computer and internet access and aptitude to update content
4. Maintains OWSA's official website (www.owsa.net), keeping it current, including:
 - a. Updates Upcoming Events column (main page) and News with OWSA monthly announcements and local sailing community events.
 - b. Updates About Us with new Board members and volunteer bios and photos.
 - c. Responds to other requests by the board or members for website update, either doing these herself or contacting Technical Support to have updates made.

- d. Periodically reviews the website for accuracy, timeliness, effectiveness in order to keep it current (review in December, February and in July in detail).
 - e. Forwards emails sent from Contact Us, to the appropriate director or committee chair to be processed.
5. Coordinates with Communications Coordinator and Marketing Director on information to post on website, social media, newsletter and mailings. (*Note: Social Media under Marketing as of 2024*).

Wednesday Night Sail (WNS) Chair

- 1. Time Commitment: Average of 4 hours per week from Memorial Day to Labor Day.
- 2. Reports to: Programs Director
- 3. Requirement: Must have a computer and internet access and aptitude to process system requests.
- 4. Promotes and answers questions regarding WNS program at OWSA General Meetings
- 5. Coordinates WNS between mid-May and September; and the Linda Bean Memorial Sailing event in the spring if this event is planned for the year.
- 6. Solicits and tracks available boats and skippers working with the Boat Wrangler.
- 7. Sends reminder emails to participating sailors each Sunday night.
- 8. Primary duties include: receives and quickly responds to 25 to 40 emails from participants on Monday & Tuesday of each week.
- 9. Matches participants with available skippers and boats.
- 10. Sends out skipper/participant crew lists to everyone by Monday night of each week.
- 11. Coordinates end-of-season sail and potluck and/or event, i.e. LOL (Labor of Love)
- 12. Coordinates the safety check of skippers with the Skipper Vetter for skippers who wish to become involved with WNS.
- 13. Enters new First Mates into the database

Archive

Set Sail for a Cure/Cause Chair

1. Time Commitment: Average of 40 hours for the event.
2. Reports to: Fundraising Director
3. Requirement: Strong project management experience and organizational skills.
4. Set Sail for a Cause is an opportunity for OWSA to fulfill its primary mission of encouraging women to participate with the sailing community, with a secondary objective of benefiting cancer research & programs.
5. Organizes, plans and manages all aspects of OWSA's participation in this annual fundraising event.
6. Coordinates and manages event steering committee, energizes volunteers with enthusiasm, sets goals, conducts monthly meetings and reports progress, achievements and needs to OWSA's board.
7. Major duties include friend and fundraising, development of sponsor relationships, oversight of all event activities – registration, volunteers, giveaways, on-the-water games, auction(s), entertainment, food and beverages.
8. Ensures the Coast Guard permit has been applied for and received; confirms to Board that this is done in time.
9. Prepares final event summary for OWSA board.
10. Works with the Treasurer to prepare funding report and donation amount.