

SEA SCAMP SYNDICATE
REGULATIONS: DUTIES OF CLUB OFFICERS

1. The Commodore shall preside over General Meetings of the Club, and meetings of the General Committee.
2. The Honorary Secretary shall:
 - a) Keep a register of the names and addresses of members;
 - b) Conduct the correspondence of the Club;
 - c) Keep custody of all Club documents;
 - d) Keep full minutes of all General Meetings of the Club, and of all meetings of the General Committee, such minutes to be confirmed and signed by the Commodore upon agreement at the next following meeting of the Club or the General Committee as the case may be;
 - e) Be responsible for preparing and circulating minutes of meetings within 14 days of each meeting;
 - f) Be responsible for preparing and circulating agenda before each meeting;
 - g) As necessary, consult with a legal adviser on behalf of the Club to ensure that the Club's affairs are managed in accordance with the law.
3. The Honorary Treasurer shall:
 - a) Cause such books of account to be kept as are necessary to give a true and fair view of the finances of the Club;
 - b) Cause all returns as may be required by law in relation to accounts to be rendered at the due time;
 - c) Prepare an annual balance sheet as at 30th November in each year and cause such balance sheet (and accounts as necessary) to be audited at least once annually, and present the same to members at the Annual General Meeting;
 - d) Maintain such insurance as the General Committee may deem appropriate.
4. The Refit Chairman shall:
 - a) Be responsible for the maintenance of Club vessels in a safe and seaworthy condition by arranging necessary repairs and renewals;
 - b) Prepare proposals and budget estimates for annual refit programme;
 - c) Organise and monitor the progress of the annual refit so that, so far as possible, it is completed to the specification and timetable and within the budget agreed and approved by the General Committee;
 - d) Ensure that the General Committee are informed of any significant variations from budget or timetable.
5. The Sailing Secretary shall:
 - a) Maintain a schedule of bookings for each cruise on a sailing programme which has been approved by the General Committee;
 - b) Be responsible for ensuring, together with the Skipper of any cruise, that Club vessels are crewed to the standards required by the General Committee. Any dispute between the Sailing Secretary and the Skipper shall be determined by the Commodore;
 - c) Make every endeavour to ensure that Club vessels are fully used both as regards berth occupancy and days at sea.
6. The Membership Secretary shall:
 - a) Maintain a register of shares held by shareholding members;
 - b) Use every endeavour to encourage suitable persons to apply for membership of the Club.
7. The Publicity Officer shall:
 - a) Be responsible for the editing and circulation to members of newsletters
 - b) Use every endeavour to promote the Club and its objects to interested bodies and individuals.