



Renton Sailing Center

Board Member Position Description: **Maintenance Officer**

About Renton Sailing Center

Founded in 1965, Renton Sailing Center (RSC) is a 501(c)(3) non-profit community sailing organization dedicated to the sport of sailing. We foster a family-like atmosphere to support the interests of sailors of all abilities. RSC offers: sailing instruction through classes and clinics, open sailing, racing, fun activities, women's sailing, and a variety of sailing vessels.

The Purposes and Objectives as stated in the 2020 By-Laws are to *provide services and facilities for the following:*

- a. Provide education in the safe and proper handling of sailboats.*
- b. Conduct US Sailing Small Boat and Basic Keelboat sailing school, including offering instruction to the public.*
- c. Foster good sportsmanship and love of the water for sailors of all abilities through classes, clinics, races, and recreational sailing.*
- d. Prepare sailors for participation in national and international competition.*
- e. Cooperate with and coordinate the activities of this corporation with other organizations or agencies to help promote the aims and purposes of this organization.*
- f. Promote the sport of sailing throughout the greater Renton community.*

For more information, please see RSC's website at www.rentonsailing.org

Position

The Board will support the work of RSC and provide not only mission-based leadership and strategic governance, but also participate in and work with member volunteers to ensure day-to-day operations are met. Involvement of the Board is both critical and expected.

Position-specific duties

The Maintenance Officer is responsible for the following:

General:

- Participate as a vital part of the Board leadership. (ongoing)
- Maintain knowledge of the organization and personal commitment to its goals and objectives. (ongoing)
- Conduct new Board member orientation. (annually, Jan-Feb)
- Serve on at least one committee, as needed. (ongoing)
- Ensure RSC's commitment to a diverse Board and membership that reflects the community that RSC serves. (ongoing)
- Prepare newsletter content including articles and photographs. (ongoing)
- Approve invoices & expense reimbursements according to the spending approval policy. (ongoing)
- Create and update policies and procedures as needed. All new and updated policies and procedures should be presented to and approved by the board. (ongoing)
- Participate in fundraising activities. (ongoing)
- Attend Board meetings. (monthly)
- Attend membership meetings. (monthly)

Position-specific:

- Work with the President and Board on preparing and managing maintenance budget and other projects. (ongoing)
- Oversee maintenance and repair of boats, motors, storage, and dock (dock is only with prior approval of City of Renton). (ongoing)
- Develop maintenance team skills. (ongoing)
- Maintain schedule of preventative maintenance for each vessel (e.g., inspect through hulls, inspect rigging, sails, motors). (ongoing)
- Recruit and coordinate members to assist on maintenance. (ongoing)
- Coordinate maintenance and repair of boats, motors, dock and storage. (ongoing)
- Coordinate annual dive inspection of mooring field. (annually)
- Maintain secure moorage of keelboats. (ongoing)
- Oversee annual spring fleet cleaning. (spring)
- Coordinate with the Secretary to e-mail updated gate lock combination to advanced members, and updated individual keelboat lock combinations to those who are both signed off on a specific vessel and have paid the keelboat fee. (annually, April)
- Communicate to membership regarding critical maintenance issues and recognize contributions of volunteers. (ongoing)
- Coordinate removal of small boats on anchoring balls, as well as cover placement for boats. (spring and fall)
- Coordinate new boat registration/license applications with the Treasurer. (as applicable)
- Coordinate annual spring fleet cleaning. (spring)
- Conduct duties of Safety Officer (update safety plan, inspections of safety equipment [dock and vessels], outreach about safety, check PFDs for damage, update first aid kits, etc.). (ongoing)

Fundraising

RSC recognizes that Board Members contribute a vast amount of time and energy to the Center. It is expected that Board Members are expected to participate in fundraising activities in support of RSC.

As RSC solicits contributions from foundations, organizations, and its members, RSC board members are encouraged--though not required--to personally make an annual financial contribution that is meaningful to them individually.

Board terms/participation

The Maintenance Officer will serve a two-year term, and is appointed by the Board immediately after the even-year elections at the January membership meeting. This position is eligible for re-appointment after the term is complete. Board members are expected to attend both the monthly Board and membership meetings, which will be held at different times during the month (i.e., first and last parts of the month).

Qualifications

This is an extraordinary opportunity for an individual who is passionate about RSC's mission and vision, and who has leadership experience.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of RSC's operations and mission.
- Ability to foster relationships among diverse individuals on the Board and within RSC membership.
- Personal qualities of integrity, credibility, and a passion for building community sailing in our region.

Specialized skills

- Boat maintenance knowledge, skill, and ability.
- Ability to read, understand and be guided by American Boat and Yacht Council (ABYC) standards

Service on RSC's Board of Directors is without remuneration.