



Renton Sailing Center

Board Member Position Description: **President**

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 President 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)
- 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)

Position-specific:

- Prepare agenda for and chair Board meetings. (monthly)
- Prepare agenda for and chair membership meetings. (monthly)
- Call special meetings if necessary. (as needed)
- Lead Board in setting priorities/goals for the calendar year, taking into consideration member input (e.g., member surveys, conversations with members). (annually, Jan/Feb)
- Work with Board and members to ensure that RSC mission, vision, priorities/goals, and Board decisions are implemented. Track progress through periodic consultation with Board members and functional leads (e.g., Chief Dockmaster, Racing/Skill Building Coordinator, Women's Group Coordinator, Youth Advisor), and measuring performance through use of outcomes and metrics developed along with goals/priorities. (ongoing)
- Ensure that functional lead positions are filled, in coordination with the Board. (ongoing)
- Serve as ambassador and spokesperson for RSC. (ongoing)
- Seek and build partnerships with the community and other organizations. (ongoing)
- Serve as liaison to the City of Renton, obtaining lease or Memorandum of Agreement (MOA) and ensuring lease or MOA responsibilities are met. (ongoing, with early spring and fall meetings with the City)
- Manage President's budget and coordinate with functional leads to stay within budget
- Contribute to RSC newsletter with "Notes from the Helm" to include kudos/congratulations and other topics or news. (monthly, end of month prior to publication)
- Coordinate programming for membership meetings (guest speakers, activities, etc.). (monthly)
- Issue payments for approved expenses, as a backup to the Treasurer. (as needed)
- Review tax return/financial documents. (as needed)

- Coordinate with the Secretary to sign thank-you notes for high-value (\$500 or more) donations. (monthly)

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 President will serve a two-year term, beginning immediately after odd-year elections at the January membership meeting. This position is eligible for re-election 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. Select board members will have specialized skills in order to meet the requirements of the position.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of RSC's operations, mission and vision.
- 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:

- Strong leadership experience (experience on a Board of Directors preferred).
- Strong verbal and written communication.

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