



Renton Sailing Center

Board Member Position Description: **Vice 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 Vice 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)
- Attend Board meetings. (monthly)
- Attend membership meetings. (monthly)
- 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:

- Understand the responsibilities of the Board President and be able to perform these duties in the President's absence. (as needed)
- Serve as Fundraising Committee Chair whose responsibilities include:
 - Coordinate and promote annual end-of-year giving campaign (annually),
 - Promote employer matching for donations & volunteer time (ongoing),
 - Find and write small grant applications, manage grants, and prepare grant reports (ongoing)
 - Coordinate other fundraising activities & events. (as needed)
- Coordinate Experience Renton Sailing event with support from Members at Large, Education Director, Youth Advisor, Dockmasters, and other member volunteers. (late Spring)
- Chair insurance review committee (committee to include Treasurer and someone with knowledge of boat values); present insurance renewals and insurance changes to Board. (annually, August, and as new boats are purchased)
- Update vessel list with insured values. (as requested for renewal, August)
- Create nominating and election committees for Board elections. Responsible for ensuring the success of elections. (annually, October-January)
- Serve as ambassador and spokesperson for RSC. (ongoing)
- Seek and build partnerships with the community and other organizations. (ongoing)

- Liaison to meeting space for availability. (annually, or as needed)
- Attend City of Renton Parks meetings. (occasional)
- Monitor info@ email address and RSC Google Phone. Respond to queries or delegate to the appropriate person to respond. (ongoing)
- Reconcile the monthly checking account. (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 Vice President will serve a two-year term, beginning immediately after even-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.

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.