

SDSC Extra Volunteer Job Sheet

Job	What	Who
S.B.P's	Manage S.BP's activities. Coordinate training.	Hugh and Jeff King
Cleaners	Contact point for cleaners, cleaning materials. Manages club's needs. (not pay)	Chris Bower, Lynne Baggley, Hugh
Caterers	Contact point for caterers. Links catering to sailing events. Handles problems.	Judy Armstrong and Hugh.
Outboards	Maintenance	Dave White
Insurance	Makes sure all insurances are in line with club needs.	Robin Ashton, Zoe Meynell and Angela Booth (Treas)
Inventory	Manages club inventory. Needs to be created unless old one can be found. Working party activity. At least 4 people helping. Electrical safety check list updated.	Robin Ashton
Yearbook	Puts yearbook together and gets printed. Yearbook needs proof-reader	Judith Nellist, Hugh and Hazel Meynell
Group associate members	Sets out guidance for membership. Fees etc. Sorts out problems on the ground. Knows about activities.	Hugh, John Broadbent and Liza Harper
Assistant safety boat prompt	Check ASB people are going to turn up	Jeff King
Race office prompt	Check RO people are going to turn up.	??
Phone support for events etc	Phoning members about any issues as needed. e.g. Sample surveys.	Lynne Baggley
Publicity	Focal point for SDSC publicity. Better distribution. SDSC on information websites and guidebooks	Chris Bower
Club Phone	Phone bills, best deal, security options, technical.	Richard Hanage
Electricity	Deals with electricity supplier. Meter reading etc.	Jeff Kenworthy
Documents	Archive for important club documents. Maintenance	Richard Hanage
Dutyman backup	Knows system. Supports when IH away.	John Sutton
Recycle glass, plastic etc	Club recycling actions	Jeff King