

Chanonry Sailing Club Secretary - This vacancy must be filled!

Dear members

I will be standing down as your secretary after serving on the Min committee for the past three years. We seek an enthusiastic Club member with some new ideas to fill the post and to help you make a decision on whether this might be something for you, here is an insight into what it involves and what I have got out of it!

Committee activity may be seen as the boring part of our sport, but it's essential if we want to be an efficiently run accountable Club offering such a wide range of exciting activities.

The main duty of the Club Secretary is to work with the Commodore and the other committee members to prepare Agendas and take minutes at the regular meetings of the Main Committee. There are roughly 6 meetings per year including the AGM. These meetings are where important decisions relating to all aspects of Club activity are discussed and taken.

The Agendas and Minutes form the main record of the Clubs overall administration. They are typed up as soon as possible after each meeting, checked and sent to the Webmaster for publication on the Club website to be available for all members and organisations to view.

The Secretary also acts in a supporting role to the Commodore and the other members of the Committee by keeping them informed of the various relevant bits of correspondence which come- usually by email -to the Club Secretary:

These may be directly related to sailing/ rowing organisation, but also to other sports bodies to which our Club relates – both locally (eg Ross and Cromarty Sports council, HighLife Highland) and nationally (Sport Scotland). We apply for and receive grants from all these bodies and play our part in feedback to them, and take part in events they run on our behalf.

Reply to people emailing the club for specific information- or direct them to the most appropriate person eg the Membership Secretary

I have really enjoyed this role as it gets me close to the decision making structure of the Club and has allowed me to help organise some really good events for the Club and surrounding community. Working with a great bunch of Club members and seeing what can be achieved through hard work and commitment has been a real joy and inspiration to me in my time as Club Secretary.

This Club needs new ideas to stay vibrant and grow and that is why its so important to have regular changes of personnel on the Main Committee to bring in new ideas- and equally unhealthy for the Club to expect the same people to stay in these roles indefinitely.

I do hope you will consider putting yourself up for this role. If you do, I will be around to help you get started/ offer advice only when asked! Please feel free to contact me or any of the other Committee members. My mobile number is 07460839268.

Kind Regards

Steve Bramwell

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