



Paphos International Sailing Club

Terms of reference for PISC Committee Members

Commodore.

The Commodore shall be responsible for:

- Acting as the Chairman of the Committee meetings
- Overseeing all the Club's activities
- Act as the liaison officer to deal with all external developments affecting the club and contact with relevant authorities.

Vice Commodore.

The Vice Commodore will deputise for the Commodore in his absence and carry out duties as requested by the Commodore.

Honorary Treasurer.

The Honorary Treasurer shall be responsible for:

- Maintaining a full set of accounts, preparing a statement of financial movements showing opening and closing balances and preparing a brief explanation of changes at each committee meeting.
- Preparing a full set of accounts for each AGM to include a balance sheet and profit and loss statement.
- Receiving funds and accounts from the Membership Secretary, Social Secretary and Fundraising Secretary.
- Aid and assist any Auditor when appointed.
- Act as a point of contact between the committee and the Food and Beverage Franchisee.

Honorary Secretary.

The Honorary Secretary shall be responsible for:

- All legal and secretarial matters and advise the Commodore where appropriate.
- Taking accurate minutes at all meetings
- Work with the Commodore to prepare agendas for meetings.
- Keep the Club's constitution up to date.
- Handle the club's correspondence.
- Ensure the Club's Licences are up to date and registered annually with the appropriate authorities.

House Commodore.

The House Commodore shall be responsible for:

- All buildings and equipment at the site.
- Improvements, modifications and supervision of construction at the site.
- Administration of the site lease, utilities, cleaning contracts and maintenance of the bar and kitchens.
- Security of club premises.

Marine Commodore.

The Marine Commodore shall be responsible for:

- Organisation of marine events for the club.
- Develop ideas for water activities.
- Organise boat training courses and lectures when requested.

Membership Secretary.

The Membership Secretary shall be responsible for:

- Providing membership forms and details to prospective members.
- Processing membership applications, renewals and membership cards.
- Keeping an up to date data base of all members that is made available to Committee members only.
- Collecting membership fees for the Hon Treasurer.
- Sending out annual membership renewal reminders.
- Distributing copies of the monthly newsletter.

Social Secretary.

The Social Secretary shall be responsible for:

- Preparing a social programme at the beginning of each year
- Organising functions both internal and external to the club.
- Advertising the Club's social events to the members.
- Dealing with numbers, tickets and financial matters including invoices for the Hon Treasurer.
- Preparing revenues and cost statements for the Hon Treasurer following each event.

Fundraising Secretary.

The Fundraising Secretary shall be responsible for:

- Preparing a list of ideas that require outside finance for the club.
- Advising the committee on the best way to raise funds for those ideas.
- Preparing, executing and advertising a fundraising plan.
- Maintaining a set of accounts on any funds that are raised.
- Placing any funds acquired with the Hon Treasurer for inclusion in the Club's accounts.