

SCIRA USA
Board of Directors & District Governor Roles & Responsibilities

**Responsibilities and Authority of the
District Governor**

Overview

The role of the District Governor is viewed as one of the most important positions within SCIRA USA as these seven individuals are critical to the growth and sustainability of the local fleets within each district. The SCIRA USA Board of Directors is currently in the process of shifting more decision making authority to the District Governors and allocating a greater portion of the annual budget to them for discretionary spending on fleet building and growth. This will increase the profile and influence of the District Governor and enable them to drive more results on both the Serious Sailing and the Serious Fun fronts.

Responsibilities

The responsibilities of each District Governor include the following:

- Active member of SCIRA USA Board of Directors, attending the semi-annual board meetings
- Organize, promote and participate in the annual District Championship regatta
- Promote Snipe sailing in the respective districts, focusing on growing existing fleets, reinvigorating dormant fleets, and identifying opportunities to seed new fleets
- Foster communications between fleet captains and local Snipe sailors and SCIRA USA, ensuring that the programs and activities of the national organization are consistent with the needs and desires of the local Snipe sailor, who is the backbone of the Class
- Promote membership in SCIRA International and SCIRA USA among district members, highlighting the many benefits
- Maintain the district page within www.snipeus.org
- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process of managing the district
- Review the Deed of Gift for the District Championship, and ensure that its provisions are being followed for each District Championship regatta. Propose and make changes as appropriate.
- Work closely with the Class Development Officer and Marketing Committee chair to create materials that support your area's unique growth initiatives.
- Work closely with the Class Development Officer to ensure the activities undertaken at the national level are fulfilling the needs and requirements of the local sailors

Authority

The authority granted to each District Governor includes the following:

- Autonomy over all aspects of the annual District Championship regatta, within the guidelines established by the Major Regatta Resource Officer
- Identification and selection of members of the district to serve on national working committees, task forces, etc.
- Allocation of fleet development funds
- Identification and prioritization of needs for marketing materials to be created by the national organization (as led and coordinated by the Board Member at Large responsible for Class Development)

**SCIRA USA, INC. PRESIDENT & USA SNIPE CLASS NATIONAL SECRETARY
JOB DESCRIPTION**

The President of SCIRA USA, Inc. serves as the United States National Secretary of the Snipe Class International Racing Association.

The USA National Secretary serves as the official representative of SCIRA in the USA and acts as direct liaison between the General Secretary of the Western Hemisphere, the SCIRA Board of Governors, the SCIRA Executive Director, including correspondence, dues, race results and other SCIRA matters. While not empowered by SCIRA to interpret the restrictions and Rules of SCIRA, the USA National Secretary is responsible for;

1. reporting problems experienced in the USA associated with the restrictions and Rules to the SCIRA Rules committee,
2. approving or disapproving the appointment of the USA Chief Measurer
3. promoting Snipe racing and membership in the Snipe Class in the USA,
4. aiding the growth of new fleets in the USA,
5. promoting inter-fleet, inter-district and inter-country racing, and
6. approving or disapproving applications for fleet charters and regatta sanctions in the USA
7. establishing procedural rules for the administration of SCIRA within the USA, including establishing and maintaining a distinct legal entity of SCIRA in the USA.

In addition to any duties prescribed by the Snipe Class International Racing Association, the SCIRA USA, Inc. President shall perform the following duties:

- A. Perform any and all duties delegated to him/her by the Board of Directors;
- B. Appoint and remove, and employ and discharge, volunteers and employees, and, except as otherwise provided, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the Corporation;
- C. Supervise any agent, volunteer, or employee, of all US District Governors, and also supervise any National Committee Members to assure proper performance of their requisite duties;
- D. Schedule and conduct annually a U.S. Board meeting and a General Meeting of Members at the U.S. Snipe National Championship.
- E. Serve as the Chairman of all meetings of the U.S. Board;
- F. Prepare and present to the U.S. Board an annual budget and the assignment of the operational resources and assets of Snipe Class International Racing Association – USA;
- G. On behalf of Snipe Class International Racing Association – USA insure the maintenance of USA records, collection of all dues and receipts, the payment of all debts, expedite communications from Snipe Class International Racing Association (including the Official Handbook and any international publications, record and cause to be published the minutes of the Corporation's Board meetings, and to provide membership services to the Members.
- H. Initiate, collect, record, and report in a timely manner any ballot votes.
- I. Formally represent to Snipe Class International Racing Association and US Sailing the concerns and positions of the Corporation of the policies and requirements of Snipe Class International Racing Association and US Sailing.

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**Responsibilities and Authority of the
Vice National Secretary**

Overview

The SCIRA USA Board of Directors has recently determined that the Class must have continuity in its leadership and elects to the position of Vice National Secretary the most likely candidate to be successor to the current National Secretary.

Responsibilities

The responsibilities of the Vice National Secretary include:

- Attendance at all meetings requiring the attendance of the National Secretary.
- Act as substitute for the National Secretary when he/she is not available.
- Observe and comment on all communications between the National Secretary and other members of the Board, so as to learn and become familiar with all the activities and responsibilities of the National Secretary.
- Act as the de facto coordinator among the Member at Large for Publicity, the Member at Large for Fleet Development, the Executive Administrator, the website supervisor, the US Snipe Sailor Publisher and the District Governors on matters of fleet development, publicity and the general marketing of "Serious Sailing, Serious Fun."

Authority

The authority granted to the Vice National Secretary derives from the National Secretary in the form of specific tasks and responsibilities.

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**Responsibilities and Authority of the
Board Member at Large – Class Development Officer**

Overview

The SCIRA USA Board of Directors has recently determined that the Class must focus on fleet development and growth. Accordingly, this role is tasked with oversight of membership recruitment and retention efforts made by local fleets and districts to increase membership for SCIRA USA.

Responsibilities

The responsibilities of the Class Development Officer include:

- Development of tools and resources to be used by fleet captains and district governors that support the goal of membership growth and retention.
- Work with District Governors and Fleet Captains as well as the Marketing Committee to make sure products and tools are being developed to support growth and that they are relevant for the markets SCIRA USA serves.
- Provide training to the District Governors with regard to developing plans and programs in their respective districts taking into consideration the local and regional markets. Help them understand the best use of their limited time and resources, and whether they should focus on growing existing fleets, reinvigorating dormant fleets, or creating new fleets. Activities need to be easily implemented and cost effective.
- Document successes and failures with supporting analysis and suggestions for improvement.
- Leverage resources both within SCIRA USA and SCIRA International, and outside the Snipe class with yacht clubs, junior programs, sailing vendors, and other organizing bodies such as US Sailing and ISAF.
- Catalog and post all fleet building tools, “how to articles” etc. on the SnipeUS.org website.
- Work closely with PR, Advertising, and Merchandising Officer and the Marketing Committee
- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process
- Serve as chairman of the Traveling Snipe Fleet Committee

Authority

The authority granted to the Class Development Officer includes the following:

- Recruitment of volunteers
- Ownership of budget and related expenditures
- Distribution of budgeted funds to each regio,
- Monitoring all SCIRA USA funds allocated to the districts to assure that funds are being spent appropriately
- Decisions on programmatic activities, both regionally and nationally

SCIRA USA
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**Responsibilities and Authority of the
Board Member at Large – Major Regatta Resource Officer**

Overview

The SCIRA USA Board of Directors has recently determined that the Class must focus on continuous improvement around operational excellence regarding race management and administration. Accordingly, this role is tasked with ensuring that regattas (from the district championship level on up) are run in a consistent manner and the high quality of race management for which the Snipe class is known is sustained. A secondary goal is to create some standardized processes and documentation so that it is easier for regatta leaders to host their events without having to reinvent the tiller.

Responsibilities

The responsibilities of the Major Regatta Resource Officer include the following:

- Develop a uniform set of guidelines that specify how regattas are run. Topics should include but are not limited to:
 - When are boats weighed
 - When are sails measured
 - When is Rule 42 enforced and how
 - How is a regatta Deed of Gift enforced
 - When are sail number requirements enforced
 - When and how is a SCIRA Rep utilized
 - When is a regatta sanctioned
 - When and how is Class membership enforced
 - How to obtain charter boat insurance
- Work closely with the regatta organizers for each District Championship, each of the US National Championships (e.g., senior, junior, women's and masters) and any regional championship hosted by the US Class (e.g., North Americans, western hemispheres, or a world championship) to ensure that consistent standards of regatta management are maintained
- Solicit input from participants in each major regatta to create a continuous learning / improvement process, whereby key learnings are incorporated into the uniform set of guidelines
- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process of supporting major regattas
- Review and recommend any necessary revisions to the Deeds of Gift for all national regattas, and work with the District Governors when they review their respective Deeds of Gift.
- Serve as the central coordinator for all efforts by to solicit venues for US national championship regattas and international qualifier events.

Authority

The authority granted to the Major Regatta Resource Officer includes the following:

- The best means by which the uniform set of guidelines discussed above are developed, such as by a formal Working Committee comprised of a member from each district, an ad hoc working committee, or by individual initiative
- The authority to make decisions / provide guidance to regatta organizers when necessary

*as adopted July, 2007
revised December 16, 2010*

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- Communicate to the US Class membership concerning how the uniform rules were developed and the basis for such decisions, ensuring that there is as much transparency as possible

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Responsibilities and Authority of the
Board Member at Large – PR/Advertising and Merchandising Officer

Overview

The SCIRA USA Board of Directors has recently determined that the Class must focus on fleet development and growth. One of the key drivers of growth is to successfully promote the Class in as many outlets as possible. Accordingly, this role is tasked with driving an aggressive Public Relations program that promotes the Serious Sailing, Serious Fun motto that we all live by. In addition, this position will also have the responsibility to oversee SCIRA USA's advertising and merchandising programs.

Responsibilities

Overall responsibility is to develop a strategy and implementation plan for the following:

Public Relations:

- Publish articles, regatta announcements and results, and other postings in relevant sailing related periodicals, websites, list-serves, yacht-clubs, colleges, and high schools, etc..
- PR activities will include, but are not limited to articles on regattas, human interest stories related to sailing, new news (ex. The two new fleets; Beverly, MA and Palm Beach). Also announcements about significant events that SCIRA USA is hosting (Worlds, NA's, Westerns, Nationals).
- District events should be noted in more regional or local publications.
- Work with District Governors and Fleet Captains to build a list of local and regional publications that will promote Snipe sailing in those regions.
- Internal public relations are also a part of the responsibilities of this position including regatta write-ups, results, articles and other materials that should be posted on the web and in the e-newsletter. A process and workflow need to be created whereby the local volunteer can readily publish and distribute their promotional pieces.
- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process

Advertising:

- Implement an advertising strategy
- Review and approve all advertisements with regard to current placement, content, and costs vs. benefit received, both on regionally and nationally
- Work in conjunction with the marketing committee to develop, edit, or create new ads that serve the Class' specific markets
- Serve as key contact for all advertising communications.
- Seek out new sources of advertising revenue
- Review and refine pricing structures for ads in the *US Snipe Sailor*, the *E-US Snipe Sailor*, and the Website.
- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process

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Merchandising:

- Review all existing contracts with regard to SCIRA USA merchandise, recommend plan of action to increase merchandise sales
- Consideration should be given to inventory costs vs. sales revenue and or commissions received.
- Serve as point contact with vendors or sponsors
- Serve as the point of contact for all Snipe regatta chairmen with regard to merchandising needs
- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process

Coordination of Outreach Efforts

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- Serve as the chair of a committee consisting of all SCIRA leadership positions that interface with the members and potential members, including the Executive Administrator, the Publisher of US Snipe, the Class Development Officer, the Webmaster and the Social Media Director.
- Conduct monthly meetings with the committee and issue a short written report by the last day of each month to the National Secretary.

Authority

The authority granted to the PR, Advertising, and Merchandising role includes the following:

- Development and implementation of strategic plans
- Recruitment of volunteers
- Budget and related expenditures
- Contract negotiation
- Liaison with Class Development Officer and marketing committee

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**Responsibilities and Authority of the
Board Member at Large – International Qualifications Officer**

Overview

Every year, SCIRA US qualifies a set number of sailors to be eligible to sail in SCIRA international events. In alternating years, sailors are qualified to the SCIRA World Championship and the Western Hemisphere Championship. Every four years, there is a qualification to the Pan Am Games. In alternating years, there is a qualification to the SCIRA Junior World Championship. Additionally there are qualifying procedures for the top NA junior and top NA woman to the Western Hemisphere Championship.

The International Qualifications Officer is responsible for overseeing the qualification process for these various SCIRA International Events. The position is responsible for maintaining and interpreting the Rules for Qualification to International Events. The objective of the position is to administer the qualification process consistent with the existing rules and make sure these rules are clear and understood by all SCIRA US members.

Responsibilities

The responsibilities of the International Qualifications Officer include the following:

- Developing, maintaining and interpreting the Rules for Qualification to International Events. These rules are published on the SCIRA US website.
- Administering the rules for qualification which includes:
 - Determination of calendar deadlines for the qualification process which includes deadlines for submitting non-refundable deposits, etc.
 - Distribution of information to eligible competitors from the qualification events.
 - Determining the final qualified teams based on administration of the qualification rules and deadlines.
 - In the event of qualified competitors dropping out of the process before or after deadlines, determine the next eligible competitors to fill the position consistent with the Rules for Qualification to International Events.
- The International Qualifications Officer shall communicate and clarify the Rules for Qualification to International Events to all competitors and be the primary contact point for all SCIRA US members on these issues.
- The rules for qualification of junior events are not well documented, but the International Qualifications Officer should ascertain that qualified juniors and their families are committed and assign deadlines for this commitment with a reasonable time for the next qualified competitor to fill the position if necessary.
- Each year, the SCIRA US Board determines the qualification regattas and number of qualifiers to come out of each event. The International Qualifications Officer shall proactively make recommendations to the Board regarding qualification regatta venues and number of competitors to qualify from each venue consistent with the Rules for Qualification to International Events.
- The International Qualifications Officer shall solicit and recommend regatta venue for the Pan Am Trials to be held every four years in the year prior to the Pan Am Games.
- The International Qualifications Officer shall proactively participate in the decision process for selecting qualifying regatta venues for all junior events and positions.

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- Work closely with the US Snipe Class Executive Administrator to identify and agree upon the role she/he plays in the process

Authority

The authority granted to the International Qualifications Officer includes the following:

- The authority to interpret the rules for qualification and administer them.
- While the International Qualifications Officer is granted the authority for interpreting and administering the Rules for Qualification to International Events, the US National Secretary holds ultimate responsibility for approval of all qualifiers to SCIRA International Events. The International Qualifications Officer effectively reports to the National Secretary in performing the duties of the position and shall communicate and gain approval for all important decisions and interpretations from the National Secretary.
- In the event that the qualification process yields a difficult or controversial decision process or interpretation, the International Qualifications Officer shall ask the National Secretary to provide a three member committee comprised of existing board members to assist and oversee the particular decision process.
- Communicate to the US Class membership concerning how the Rules for Qualification to International Events were developed and the basis for all decisions, ensuring that there is as much transparency as possible