

Education Committee Chair JOB DESCRIPTION

The education committee chair is responsible for coordinating learn to sail activities for adults (over the age of 16). The learn to sail class is often the first introduction potential members get to sailing and our club culture.

Preparation

- Submit proposed budget with expenses and revenue projection to Board in January.
- Become a certified Sailing Instructor, and maintain certification with yearly updates in CPR and First Aid.
- Schedule the Adult Learn to Sail Class for the year.
- Order learn to sail books from US Sailing
- Find lecturers for the learn to sail class
- Find meeting room space
- Maintain equipment used in learn to sail class (line for knots, cleat blocks, models, etc.)
- Have registration forms posted 6 weeks before the class.

Classroom Sessions

- Collect payments for class and forward on to treasurer.
- Maintain class roster.
- Communicate location and time information with students.
- Keep accounting of spending for classroom materials and consumables to stay on budget.
- Coordinate snacks and drinks for classroom sessions.

On the Water Sessions

- Coordinate with fleet captains to recruit boats and skippers for on the water sessions.
- Coordinate the provision of lunch for students and skippers for on the water sessions.
- Each student who completes the class gets a BSC glass “trophy” at the end of the last on the water day.
- Coordinate with skippers to make sure any damaged or lost equipment gets repaired or replaced.

Follow-up

- Submit receipts to treasurer for reimbursement.
- Find which students are interested in continuing to sail
- Introduce students to various fleet members to help them find boats to sail on
- Introduce interested students to the membership chair, help them meet board members and get endorsements.
- Promote activities to encourage students to keep active in sailing (invite down to open houses, reunion regatta, seminars, etc.)
- Purchase end of the year gifts to thank skippers and other members who assisted with the LTS class at the end of the year party.