

Carter Lake Sailing Club Committee Duties

Committee

Additional Members needed

All members need to volunteer to assist on one or more of the club standing committees. This helps each of the committees to get their tasks done and is a great way to meet other club members. Below is description of the committees and what task they need help with.

Boat		2
<p>1. One or two people that are committed to help when needed.</p> <p>2. The entire membership is welcome to clean/polish/tidy up the boats at anytime. That is a continuous duty (like cleaning the club house after a pot luck), it builds pride of membership, helps public image and maintains the clubs equipment/market value. Another task that takes time is checking oil and fuel levels, take a boat over to Don's to refuel! (that can take an hour).</p> <p>Boat Committee duties: The club owns 3 sunfish, 2 Whalers, 1 Rigid Inflatable, and one B.U.B. "big ugly boat" (committee boat) for a total of 7 boats that can be operated by all current club members. Members must not be afraid of getting dirty, greasy or stinky as a result of fixing or cleaning things in or on the club boats. Most mechanical things don't work as expected or when needed. Mechanical ability required.</p> <ol style="list-style-type: none"> 1. Purchase County passes for all club boats that are put on the water. 2. Put current registration stickers on boats. 3. Keep boats in safe, clean, usable condition: <ol style="list-style-type: none"> A Monitor and change engine and lower unit oils once a season. B. Purchase and replace batteries when needed. C. Make sure required safety equipment is on board. D. dock lines are in proper positions, E. weekly check, make sure bilge pumps are not clogged, and are in working order (boats aren't sinking at the dock.) The boats fill up with rain water often, check often. F. Wax and clean at least once a year. Power wash bottoms at car wash. G. Maintain/check trailer wheel bearings, tire inflation pressure, winches, bunks, rollers, etc... H. If you see work that you would like to perform on a boat it is ok to take it home to work on it as the club has very limited tools and working conditions. Notify people before removing boats from club property/slips as someone will always notice that something is missing... I. Winterize, pull boats (drain engine blocks, manifolds, charge batteries, change oils, add stabilizer to full tanks), cover for winter. J. Summerize, install drain plugs, batteries, etc... as needed to be sea worthy again. Put boats in water. K. If you see a problem or something that is broken, fix it, fix it right, fix it nice, fix it once. (that is the goal, but it doesn't always happen) Taking it to a shop is rare option (too expensive). Seek help and advice when needed. 		

ClubHouse		2
<p>Clubhouse and Grounds duties include;</p> <ul style="list-style-type: none"> • Clubhouse projects and maintenance • Grounds maintenance and cleanup • Water turn-on and shut-off • Outhouse cleaning and pumpout • Garbage disposal management <p>Possibly two committee members that might help out. One with a carpentry background or good woodworking skills to supervise work groups to keep the clubhouse from rotting out from underneath us. The other would be in the area of commercial wiring and electrical skills. We come across problems from time to time with the wiring. Other than those skills everything else is general labor type stuff.</p>		

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Membership		2
<p>Membership responsibilities include in (somewhat) chronological order:</p> <ol style="list-style-type: none"> 1. Denver Boat Show – preparing volunteer schedule, all materials, arranging logistics for the CLSC booth – set up, take down. 2. Monthly article for the CLSC Newsletter. 3. Accepting and track/record membership applications – keeping accurate records of members, status, hours, fees. 4. Updating the membership webpage. 5. Design membership card – print and prep for each member. 6. Collaborate with the Social Committee to facilitate the CLSC Winter Meeting. 7. Ongoing promotion for new and sustaining membership 8. Assist with Summer Sailstice and other promotional events 		

Social Committee		2
<p>Here is a description of the responsibilities of the Social Committee.</p> <ol style="list-style-type: none"> 1. Coordinate the Potlucks on race weekends <ol style="list-style-type: none"> a. Set up sign up board for potlucks b. Host potlucks for times when no one signs up to host 2. Manage arrangements for Fall Membership and Awards Banquet <ol style="list-style-type: none"> a. Make arrangements for location and food b. Organize and manage registration c. Decorate facility 3. Promote and run the Summer Sailstice event <ol style="list-style-type: none"> a. Design, print and distribute brochures on event to interested organizations b. Contact the press and media about the event c. Process reservations of interested quests d. Arrange boats for quests to go out sailing on e. Arrange and supervise reception area for quests f. Arrange and supervise the dock area and assignment of boats g. Arrange for the evening raft-up 4. Handle the feeding of the work crews on Put-In and Pull-Out days <ol style="list-style-type: none"> a. Purchase food and refreshments for the lunch b. Prepare Lunch c. Clean up the clubhouse after lunch 5. Organizing the Winter Membership Meeting <ol style="list-style-type: none"> a. Find and reserve a location b. Decorate the facility c. Clean up after event <p>Following is where we could use the help of a committee members:</p> <ol style="list-style-type: none"> 1. The area where we could use the most help is the Summer Sailstice. This event takes a number of people to organize, promote and manage the event properly. We could use help of 3 or 4 members in the following areas: <ol style="list-style-type: none"> a. Contacting entities about and handing out brochures on the event. b. Contacting the media c. Helping to host and run the event 2. We could use the help of 2-3 members to host the open potlucks 3. We could also use someone to help decorate at the Fall Banquet and Winter Membership meeting 		

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Docks and Slips	6
<p>Dock and Slip Opportunities 4 to 6 people with some level of skill, one dedicated assistant to be trained as the next dock person.</p> <p>Carpentry;</p> <ol style="list-style-type: none"> 1. Replacing deck boards, this sometimes involves 2. Picking up wood from the lumber yard. 3. Rub rail take off and replacement. <p>Metal work;</p> <ol style="list-style-type: none"> 1. Cleat replacement. 2. Welding and fabrication 3. welder maintenance <p>General mechanics;</p> <ol style="list-style-type: none"> 1. Greasing the winches. 2. Replacing cables <p>During Put in and Take out duties range from;</p> <ol style="list-style-type: none"> 1. Placing cables on the beach 2. Securing cable clamps 3. Attaching cables to weights 4. Wiring keeper pins to slips 5. Sorting pins 6. Work crew boss for slip installation 	

Education and Safety	2
<p>CLSC has an education program aimed at helping new members get their boats equipped and launched, teaching sail and power boat handling, promoting safety, and introducing "rookies" to the racing program. The program is open to all members and seeks to unite the club by connecting new sailors with those of more experience (salty dawgs) in a learning environment. The rookie racing program is low key and focused on skill development – everybody wins!</p>	

Government Liaison	1
<p>The governmental liaison is the official link between Larimer County, the Bureau of Reclamation and the Northern Colorado Water Conservancy District. The governmental liaison attends pertinent meetings of these and other governmental entities that play a part in Carter Lake's operations. He or she also maintains positive relationships between the Sail Club and representatives of these agencies and acts as a key member of teams that need to negotiate agreements between the Club and the agencies.</p> <p>It's tough for one person to get to all the routine meetings of the Parks Advisory Board, etc.. If someone who lives in Larimer County is interested and wanted to commit the time, he/she certainly could help be my "eyes and ears" and I could introduce them to the key players</p>	

Historian	1
<p>The club historian is responsible for organizing club historical documents and research questions about the club history.</p>	

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Race Committee		5
<p>The race committee is responsible the club summer race program.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Setting schedule and coordinating with Social Committee on dates • Placement and maintenance or race marks • Providing and scheduling Race Committee for run the races • Scoring and posting results on the web site • Trophies for the awards presentation at the fall banquet • Run the Rookie Training series to encourage new racers to come out and race • Coordinate with Boats Committee on any issues with the club boats used for RC <p>Committee Members required:</p> <p>Scoring:</p> <ul style="list-style-type: none"> • Pick up score sheets from committee boat • Score each race • Post scores on the club web site <p>Marks:</p> <ul style="list-style-type: none"> • Maintain marks, lights, anchors • Position marks at the start of the season • Adjust mark locations as the water levels change • Retrieve and store marks at the end of the season <p>RC Scheduling:</p> <ul style="list-style-type: none"> • Recruit volunteers (minimum of 2 people needed for each day of racing) • Maintain a current list of volunteers on the web site <p>Trophies:</p> <ul style="list-style-type: none"> • Purchase trophies for awards banquet • Maintain a list of all perpetual trophy holders • Work on a trophy case for club house <p>Rookie Training:</p> <ul style="list-style-type: none"> • Run a training program for new racers • Shore site talks and discussions • On the water practice and drills 		

Webmaster		2
<p>The webmaster is responsible for all aspects of the club's web site and managing the e-mail lists for the club. The web site is used for communications within the club as well as a marketing tool for the club.</p> <p>Additional help is needed with the web site in content development, graphics and technical programming of the site.</p>		

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Junior Sailing Program		5
<p>Junior Sailing <u>Committee Description:</u> The Junior Sailing Program at Carter Lake is a multi-weekend course in the summer for youth ages 10 to 15. CLSC organizes and runs the program but hires trained instructors to run the sail classes. The committee is responsible for marketing the program and recruiting participants; logistics such as registration, insurance, and county permits; obtaining sufficient cat-rigged boats for use; and having member-presence during the class days.</p> <p><u>Volunteer Opportunities:</u></p> <ul style="list-style-type: none">• Dockhand works with instructors each session to help with boats and students, provides transport for any emergencies.• Committee member of the Day: Greets parents and students; brings snacks for class and instructors; available if a student gets sick; sees that all students are picked up at end of day by authorized person.• Boat recruitment and maintenance and permits• Registration• Marketing and recruitment		