

Challenged Sailors San Diego

Duties and Responsibilities

Board of Directors

President

- Oversees board and executive committee meetings
- Works to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs, recommends who will serve on committees
- Prepares agenda for board meetings
- Conducts new board member orientation
- Works with the governance committee to recruit new board members
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

Secretary

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records
- Prepares board minutes
- Assume responsibilities of the President in his or her absence
- Provide notice of meetings of the board and/or of a committee when such notice is required

Treasurer

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Prepare financial reports on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit (if one) and answer board members' questions about the audit

Scheduler

- Attend all board meetings
- Communicate via email, with new sailors and volunteers by sending and receiving their waivers
- Review waivers for new sailors to make sure scheduler and dock crew understand and are prepared to accommodate their needs
- Communicate with the dock leader to ensure companions, dock support, and chase boats are available
- Finalize with the crew leader regarding pairing companion sailors with sailors and provide an emergency list with phone numbers
- Distribute sailing confirmation to sailing crew
- Review and coordinate scheduled sailing days/exceptions (group sails, special events, trade shows) with the outreach committee

Community Outreach

- Attend all board meetings
- Participate and coordinate CSSD involvement in local events and fairs, including but not limited to giving presentations, staffing booth, etc.
- **Recruitment and orientation**
 - Interview Community Outreach volunteers
 - Create a training program including a general overview document and an FAQ sheet
 - Attend a minimum of XX presentations with each CO volunteer
- **Management**
 - Identify new potential foundation, individual, private, corporate, school and other mission participants
 - Work with Fundraising Committee to solicit grants, gifts, and sponsorships for new programs
 - Develop concepts, gather and format information and preparing clear communications
 - Prepare press releases and other media outlets
 - Work with Volunteer Coordinator on recruiting for specific programs
 - Attend relevant community meetings; participate in relevant councils, roundtables and committees
 - Establish relationships with major employers in San Diego to participate in their HR events
 - Schedule and personally conduct at least 1-2 presentations a month

- Maintain current reports submitted to the Board of Directors
- **Group Stewardship**
 - Maintain continued contact with existing groups to encourage repeat events
 - Maintain contact with the individuals who participated in a group event to encourage them to return on their own
- **Media coordination**
 - Create and issue frequent press releases with all forms of local media

Volunteer Coordinator

- Attend all board meetings
- Match the skills, experiences and expectations of volunteers to available positions.
- **Recruitment and selection**
 - Working out how many volunteers are needed and for what roles
 - Developing position descriptions for each role
 - Planning how and where to recruit volunteers and posting adverts
 - Interviewing volunteers
 - Planning for volunteer retention and replacement
 - Developing policies and procedures.
 - Work with Community Outreach team on recruiting for specific programs
- **Orientation**
 - Developing an orientation kit, volunteer handbook or introductory programs
 - Evaluating the orientation program
 - Presenting or managing the orientation for all new starters
 - Providing training or demonstrations in use of office equipment or specific tools.
- **Training and development**
 - Arranging training and education opportunities
 - Conducting performance review or evaluation
 - Conducting a skills audit or organizational review.
- **Rewards and recognition**
 - Developing ways to recognize and reward volunteer efforts

- Promoting the recognition program
- Managing volunteer communications such as social functions, newsletters or social media.
- **Management**
 - Helping volunteers feel welcome and supported
 - Developing and managing policies, procedures and standards for volunteers
 - Looking after the volunteer database and records
 - Planning and goal setting
 - Maintain volunteer database
 - Assist scheduler including tracking of volunteer hours
 - Delegating projects and tasks
 - Managing any associated budgets and expenditure
 - Communicating with people from diverse backgrounds
 - Resolving conflict or managing the grievance process.
 - Workplace safety
 - Identifying risks and understanding their impact
 - Developing policies and procedures that will eliminate or reduce those risks
 - Implementing, promoting and evaluating these policies and procedures
 - Maintaining current and appropriate Public Liability and Volunteer Personal Accident insurance policies.

Fundraising & Grants

Research

- Research and develop a diary of significant opportunities (large grants and/or particular interest in disabled sports) for which CSSD would be eligible for support. Opportunities include:
 - Companies known to support similar causes.
 - Companies on the CSSD database requiring updated contact information.
 - Contacts known to members of the CSSD Board of Directors.
- Prepare information enabling other members of the Team to apply
- Identify the timings/processes required
- Confirm address/contact information

- Summarize funder requirements
- Download application forms to the CSSD Google Drive

Donor Stewardship

- Prepare regular progress reports for our donors (Companies, Individuals and Trusts) regarding the program they have sponsored.
- Provide donor benefits to contributors within the parameters agreed e.g. certificates, donor wall recognition and more.

Events Coordination

- Manage Events team
- Maintain event calendar and obtain approval by the Board of Directors
- Maintain an obligations calendar for directed donations
- Encourage online fundraising (Fundly.com, etc.) and coordinate with the treasurer.
- Support third party fundraising activities for example SD Arts Festival
- Attend the events to ensure that they feel appreciated.
- Organize a major donor annual dinner
- Organize an annual supporter nurturing/thank you event.
- Offer logistical support to Event teams.

Administration and other duties

- To provide a central point of contact for Fundraising activities and events enquiries.
- To provide Fundraising Inductions for families on the Program.
- To undertake minutes for meetings or contact notes as needed.
- Enter information, whether research or contact, on the CSSD database and use it as a tool to run reports coordinating the timing of applications by members of the Team as well as providing other reports as and when needed.

Events Team Leaders

- Obtain event contracts and get them signed by a Board member
- Work with scheduler to ensure adequate volunteers
- Arrange the printing of brochures, shirts and/or hats for the participants.
- Organize set up and breakdown
- Work with Treasurer and Fundraising Chair to maintain donation records

- Provide estimate of resources needed and track expenses to estimates
- Manage logistics such as brochures and holders, signage, shade, bid sheets, tickets
- Solicit auction item donations and maintain the related donor records
- Work with Webmaster to promote event on line for volunteers and guests
- Arrange the 'after party' (sounds better than "post mortem") report
- Other activities as required to ensure a successful event.

Safety

- Attend all board meetings
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Training

- Attend all board meetings
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Operations

- Attend all board meetings
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Maintenance

- Attend all board meetings
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Webmaster / IT / Social Media

- Attend all board meetings
- Manage organization domains and website
- Manage organizational email
- Maintain CSSD calendars
- Maintain organizational Google share drive
- Maintain photo archives
- Manage Facebook, Twitter, blog, and Instagram accounts
- Maintain Mailchimp account
- Distribute periodic newsletters