



## **Applications are invited for the position of Class Secretary of the X One Design Class**

The Class Secretary is appointed by the Class Committee to act as secretary of the XOD Class Association.

The roles and responsibilities of the Class Secretary are to:

- Administer the affairs of the XOD Class Association
- Maintain membership records and process new member applications
- Process payments and keep accurate account books for the Class
- Attend Class Committee meetings, prepare agendas and minutes
- Arrange all matters for the Class AGM
- Maintain the Class trophies and arrange all matters for the annual prize giving
- Liaise with Cowes Harbour Commission about visitor moorings for the Class
- Attend Cowes Week to liaise with the scorer and arrange the Class Cocktail party
- Update, proof read and distribute the annual Class Handbook
- Update and maintain the Class website, Class Database and Fleet List
- Represent the Class as required at external meetings or events
- Act as a focal point for members and external enquirers
- Uphold the spirit and traditions of the Association

The position requires:

- good secretarial and organisational skills
- good IT and communication skills
- accurate book keeping
- efficiency
- diplomacy
- the ability to serve the membership
- the ability to serve the Class Committees and the Class representatives
- understanding and empathy with the historic nature of X boats and the XOD Class
- knowledge of the Class Constitution and Rules
- knowledge of yacht racing, regatta organisation and club events

Also desirable is:

- experience of racing in an XOD
- knowledge of XOD racing arrangements in the Divisions
- basic understanding of the construction of an XOD

The position requires a home office facility and flexible working time, for which there is a small remuneration.

The closing date for applications is 14<sup>th</sup> April 2019.

For a job description and any other information, please contact the XOD Class Captain, James Meaning, on email: [jamesmeaning@hotmail.com](mailto:jamesmeaning@hotmail.com)