

Job descriptions: Class Secretary Position

The Class Secretary is responsible to and reports to the International Committee and ultimately the Class chairman. The Class Secretary is a kingpin to ensure the smooth running of the Musto Skiff class and as such needs to be proactive, with a drive to ensure the class continues to prosper. Existing close links to the class are very desirable.

The key responsibilities of the secretary are:

1. Liaising with World Sailing to ensure compliance with International Class regulations, constitution and class rules
2. Liaising with Ovington Boats on a regular basis to ensure where possible the company is fulfilling the class's objectives
3. A general availability to respond to communications from current/potential members, suppliers and Sponsors
4. Organising and arranging International Committee and Technical Committee regular meetings and ensuring relevant topics are raised, either in the meetings or via alternative means.
5. Minuting all meetings and distribute the minutes and chasing up actions.
6. Planning and where necessary managing Int events
7. Ordering and issuing Musto prizes as agreed from the international committee
8. Organise yearly class AGM or Survey as required by constitution and follow up actions as required
9. General class admin including but not limited to:
 - Membership lists
 - Updating events calendar, in coordination with international committee
 - Produce WS annual report and ensure continued compliance to changes
10. Assist with Class PR Person where required
11. Working with the class to provide a quality service for its international membership (events, major regatta support etc).
12. Attendance at major events is not a requirement, although can be included and reimbursed for a suitable candidate