

MYA District Officers Terms of Reference.

1. Abbreviations.

AGM Annual General Meeting.

DC District Committee.

EGM Extraordinary General Meeting.

MYA Model Yachting Association.

2. Definitions.

Except in a heading, a term used as stated below is shown with capitalised initial letters.

District: A geographical area as defined by the MYA

Club: A club in good standing with both the MYA and the DC.

Member: An individual who is a member of a District Club and who is in good standing with both the MYA and the DC.

The District Officers are as detailed in the MYA District Constitution section 8.

Duties of Officers.

a. Chair.

- i. To preside over all meetings of the DC and ensure that where no rules exist the Officers act in the best interest of the District.
- ii. To provide guidance to new District Clubs wishing to affiliate with the MYA.
- iii. Encourage Clubs to assist new and existing members to improve their sailing skills by coordinating workshops as required.
- iv. To co-ordinate with the MYA Racing Officer, any plans to develop training seminars for Radio & Free sailing topics.

b. District Councillor.

- i. To act as a conduit between Clubs and their members and the MYA Council in the form of the MYA District Councillor.
- ii. Where there is no elected District Councillor a DC may appoint an alternate conforming to the MYA Constitution article 12.6.
- iii. To provide a District report to the MYA in advance of the Council meetings.
- iv. To work in conjunction with the District chair and secretary on the formal business of the District and to ensure Clubs and their members are kept up to date regarding MYA Council decisions.

c. Secretary.

- i. Call all meetings taking due account of the Notice period required for a District AGM or an EGM and keep the minutes thereof.
- ii. Hold the records of the District.
- iii. Deal with all correspondence and bring matters to the attention of the DC when necessary.
- iv. Send to all Clubs in the District, within **30 days** of each meeting, copies of the minutes.
- v. Assist and support the MYA DCO with events that are within the District.

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- vi. In conjunction with the MYA DCO and Class Captains develop appropriate promotional material for Clubs within the District.
- vii. Assist Clubs in establishing contacts with their local Sailing Clubs and Youth Organisations.

d. Racing Secretary.

- i. To assist the MYA RO and Class Captains in producing a sailing calendar, with venues for National Championships, MYA Ranking events and District Championships, plus District racing series and events for ratification and inclusion in the MYA calendar.
- ii. Submit all District race reports and results to the MYA RO, Ranking List Coordinator, Class Captains and Acquaint Editor as required.
- iii. Maintain a record of District champions.
- iv. Coordinate District race management and workshop training seminars.
- v. Ensure all Clubs are aware of amendments to the RRS.

e. Senior Measurer.

- i. Assist and advise the MYA TO with regards motions and/or amendments to Class Rules.
- ii. To Maintain a list of official measurers in the District.
- iii. To provide ongoing training to new and current District official measurers and improve the standard of boat measurement within the District.
- iv. To ensure official measurers are aware of recent rulings or interpretations.
- v. To be responsible for dealing with all technical matters within the District.

f. Webmaster.

- i. To maintain the MYA District web site in co-ordination with the MYA DCO.
- ii. The website should reflect the activities of the District and host copies of all current District documents and be an archive of previous racing events and series.
- ii. To work with the DC in the publication of the official business of the district.

g. District Trustees.

The District Trustees hold the DC in trust on behalf of the District Clubs.

The District Trustees can act as the DC where there is no elected DC currently in post.

In exceptional circumstances and should it be deemed necessary the Trustees can assume the duties of any of the DC Officers.

Where a Trustee takes on a role in the DC their duties are as detailed in that role.

Government

The day to day government of the DC shall rest in the hands of the Officers.

The Officers may co-opt any person(s) to help them achieve the Objects of the DC.

In the execution of their powers and duties under the Constitution no Officer shall be liable for any loss to any of the membership or to the assets of the District by reason of any mistake or omission made in good faith by them or any other Officer or for any other matter other than wilful and individual wrongdoing omission or fraud on the part of the person who is sought to be made liable.