

Introduction

The Moorings Secretary is nominated, seconded and elected by the membership at an Annual General Meeting (AGM) of the Club.

Terms of Reference

1. The Moorings Secretary is a member of the Management Committee.
2. Attends and reports to the monthly meetings of the Management Committee.
3. Allocates moorings as per MSC bylaws
4. Updates MSCP03 (*Essential Information for Cruiser Owners*) with new annual data
5. Maintains mooring plans including waiting lists as appropriate
6. Provides information to the Membership Secretary
7. Liaises with River Bailiff
8. Liaises with Crown Estate and MDC
9. Sets dates and times for mooring laying and retrieval
10. Arranges annual moorings inspections
11. Coordinates mooring teams for deep water moorings laying and retrieval
12. Determines the cruiser launching/hauling out dates, briefing times, etc. based on the tides and Club events in conjunction with the Vice Commodore (Club Equipment & Moorings, H&S), the Vice Commodore (Clubhouse & Club Development) and the Launching/Hauling Out Team Leaders
13. Ensures that the Cruiser Park Co-ordinator and the Cruiser Fleet Captain are fully aware of the plans drawn up under Item 12.
14. Is a member of the Club Equipment & Moorings Sub-Committee.
15. The Moorings Secretary must stand down at the Club's Annual General Meeting (AGM) but may stand for re-election.
16. The Moorings Secretary role is open to any voting member* of the Club aged 18 or over who is proposed, seconded and elected by the membership at an AGM.

* A voting member is a member who has a vote at a general meeting under Article of Association 22.

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Reviewed on 23rd April 2024 by the Moorings Secretary

To be reviewed after 4 years Next review due April 2028