

Datchet Water Sailing Club Management Structure

The Council is governed by the Memorandum and Articles of Association. Currently Council operates as follows:

Meets four times a year, where it directs and supervises the club's operations as follows;

- Approving and authorising capital investment plans, business plans and budgets
- Creating and appointing bodies and defining policies required to achieve the plans
- Appointing the Management Team members
- Appointing the General Manager
- Directing and supervising financial management
- Receiving and considering reports from all subsidiary bodies
- Resolving and deciding upon matters of doubt or dispute

Council directs and supervises relationships with other bodies

- Ensuring that legal requirements and regulations are satisfied
- Entering into legal agreements
- Supporting initiatives with other bodies to develop member services and promote the reputation of the club.

Management Committee roles and responsibilities

The management committee is the executive arm of Council for matters of business, operations and social events

Responsibility for business management

- Preparing capital plans, business plans and budgets
- Managing according to budgets, keeping accounts, purchasing and financial reporting
- Raising grants for investment programmes and supervising their installation

Responsibility for staff

- Employing and training employed and temporary staff
- Recommending pay rates
- Supervising and developing staff; staff discipline

Routine management

Administration of the club and its membership

Maintenance of grounds, buildings and water facilities

Operating the Health & Safety regime; training for staff and others

Management of catering and bar

Co-ordination with other on-site businesses

Ensuring that matters of doubt or of particular importance are brought to the attention of the Commodore/Council Members but specifically

Any additional costs or capital investment in excess of £6,000 not authorised in the budget process are to be authorised by council before being undertaken.

All expenses and capital investment not budgeted for are to be authorised by council if over £6,000 in total for the project. The General Manager approves all invoices for payment whether approved through the budget process or via council as outlined above.

Where staff members are involved in the purchasing process (for security for an event, powerboat repairs, ropes and sailboat maintenance) then they will sign invoices and the General Manager will approve for payment.

Pay increases are authorised through the budget process.