

# Assistants

## 1. Summary

Thank you for assisting with the administration, maintenance or operation of the club. It's clearly through your volunteer time that this club continues to operate. Basically, your description will be the same as the Chair or Fleet Captain you serve with. How it applies to you depends on the skills, experience and available time you come in with as well as relative to the Chair or Captain.

Probably the chief difference is that Assistants are not authorized to spend club money or make expenditures in the name of the club without express permission from the Chair or Fleet Captain.

## 2. Supervision

### A. Reports to

Your respective Chair or Fleet Captain.

## 3. Critical Functions

1. 50% If you don't know how to perform one or more of the functions listed under the description for the respective Fleet Captain or Chair then you are tasked with learning them.

- The Fleet Captain or Chair as well as other members and are the most widely used sources of training and information in the club.
- Outside sources of training are rarely used. If you keep them relatively inexpensive, can show their practical application, and the likelihood of you being around long enough to make it pay off, this can and has been done in the past.

2. 50% Otherwise, you are tasked with supporting your fleet or committee as your time, energies and motivation permit. We ask that you attempt to fulfill the spirit of the fleet or cmte.

## 4. Experience, Training & Requirements

### Previous Experience (*desired and/or required*)

- a. Required: There are no required experiences for Assistants
- b. Desired: Desired experiences follow those of the respective Fleet Captain or Cmte Chair descriptions.

## **Training**

- a. Your skills should come largely from the respective Cpt or Chair (and those others around in the club who are often willing to assist). However, failing that, you should keep in contact with the Commodore if you're not sure you're getting the support you need.

## **6. Working Conditions and Physical Demands**

- a. These are the same as those of the respective Fleet Captain or Cmte Chair descriptions.

## **7. Relation to other Committee members**

See the respective Fleet Captain or Cmte Chair description

## **8. Rewards**

Your rewards may or may not be the same as that of the Chair or Fleet Captain. Check the Bylaws or inquire of the Commodore and Executive Council.

---

## **Metrics of Success**

These are meant to be objective, clear, minimal requirements on which the incumbent will be measured.

- 1) Learn those skills you need for your respective Fleet Captain or Chair within 12 weeks as an Assistant.
- 2) Make the time towards supporting your Fleet Captain or Chair as needed by the same.

*Date: January 2002*

Format used with permission of Dr. Vandra L. Huber.