

Community Boating Inc. Volunteer Interest Groups

Member-volunteers support CBI's mission and programs in various ways, including teaching classes, providing guided sails, and participating in interest groups. Volunteer interest groups enhance CBI's programs with activities such as organized racing, educational offerings, and social activities. The primary purpose of interest groups is to support CBI's mission of Sailing For All. Interest groups at CBI are open to participation from any current adult program member. Activities of Interest Groups operate under the authority of CBI's management team.

Tiller Club (TC) and Women's Sailing and Racing (W S/R)

TC and W S/R are long established interest groups in CBI's adult program, with proven track records of supporting CBI's mission of Sailing For All. They can serve as models for new interest groups that may wish to come together in the future.

The Tiller Club, open to all CBI adult program members with appropriate ratings, runs Sunday morning racing, various race series and championships, regattas, and teaches various learn to race classes. Women's Sailing and Racing is focused on supporting women learning to sail and advancing their sailing skills by running a social sailing event one day per week and racing on another day. From time to time, both groups support social and other activities in coordination with CBI's program managers.

CBI's management will work with the leadership of TC and W S/R to ensure both groups meet CBI's updated requirements for interest groups for the 2024 season.

Creating a new Interest Group at CBI.

To form a new interest group at CBI, a current adult program member must make an application to the Executive Director on behalf of the proposed interest group. The application must include at minimum a proposed name of the group, purpose, and be supported by at least 20 current CBI adult program members who have been active in the preceding 2 consecutive years.

The Executive Director, after reviewing the application, shall make a recommendation to the Board of Directors to approve or deny the application. If approved, the group will be provisionally authorized for one year. In the first year, working with CBI's management team, the group must develop by-laws including name, purpose, activities, membership, committees, meeting schedules, and a process for electing officers. Additionally, the group will need to show a commitment to the activities of the group, as outlined in the application, and demonstrate that there are sufficient CBI members engaged and participating in the activities as described below.

After the first year, the Executive Director shall recommend to the Board of Directors to continue authorization on a provisional basis, decline authorization, or fully authorize the group.

If the initial application or provisional group status is denied, the Executor Director will share the reason for the denial. The group may modify their application and resubmit it after 30 days.

Eligibility for Interest Group Membership

Any CBI adult program member with a current sailing membership may be a full participant of an interest group.

Officers of Interest Groups must be certified volunteers meeting criteria established by CBI.

Established interest groups shall maintain a minimum number of 20 active/participating members on an annual basis. This means 20 unique individuals participating in at least one event/activity per season.

Governance

Interest groups' bylaws shall include the following items, which shall be subject to approval by CBI's Executive Director: name of group; mission/purpose; annual meeting of members (including notice of meeting requirements; date of annual meeting; election of officers, length of term and roles and responsibilities) and committees (if any).

Finance

All funds collected related to interest group activities are the property of Community Boating Inc. and shall be held by Community Boating Inc. for the purposes of the interest group during its existence. Under the supervision of the Director of Administrative Services or other individual designated by the Executive Director, all financial transactions related to the activities of interest groups, such as regatta fees, ticket sales, purchase of promotional materials such as t-shirts, member fees/dues, event revenue and expenses, shall transact at CBI's front desk and be recorded in CBI's accounting system. If the group ceases to exist, any funds held by CBI for the purposes of the group shall remain the property of Community Boating Inc. without restriction. Upon written request Community Boating Inc. shall provide interest groups with their account balance and transaction history.

Communication, Marketing and Publicity

Community Boating values strong community relationships and effective communication to further our mission and engage with our members, supporters, sponsors, and the community.

The Director of Community Relations shall develop and maintain communication guidelines for interest groups to follow regarding marketing, branding, public relations, and any other messaging related to the interest group. CBI Communication Guidelines shall designate appropriate use of CBI's logo, language associated with CBI's mission including 'Sailing for all', as well as all elements of CBI's programs including, but not limited to, the Universal Access Program, the Adult Program, Tiller Club and Community Boating's Women's Sailing and Racing. Interest groups shall coordinate with the Director of Community Relations to use only approved vendors for the purchase of marketing items such as t-shirts, hats, trophies, awards, and signs.

Interest groups must use CBI provided or approved communication channels and follow standard operating procedures and policies as specified by CBI's Director of Community Relations. This includes but is not limited to Google Groups and/or Slack, Facebook, Twitter, and Instagram.

Interest groups, their elected officers and members shall further CBI's mission of sailing for all. They may not communicate or engage in activities that might harm CBI's reputation, CBI's mission, or activities of CBI's employees or Board of Directors. Interest groups may not share any confidential or sensitive information such as personal contact information of any CBI member or employee of CBI without prior written approval from CBI.

Interest Groups shall not engage independently, and/or without authorization in writing from CBI's Executive Director, in soliciting sponsorships, donations, grants, or any other sort of material support (financial and/or in-kind)

Policies and Procedures

Interest groups shall maintain a positive and supportive relationship with CBI and its staff. CBI, through its management team, will endeavor to support the activities of interest groups in a collaborative fashion. Interest groups should meet at least annually with CBI's program directors, and as needed in season, to plan out activities and areas of collaboration and co-operation.

Interest groups, their officers, and members must comply with all rules, regulations, and policies of CBI, including all safety guidelines and procedures as directed by CBI's management. Elected officers of interest groups must meet all criteria for volunteering at Community Boating as outlined in the volunteer manual. Upon request, interest groups shall provide CBI's management records of activities (e.g., a roster of participants participating in the activities of the group to demonstrate compliance with these guidelines).

An interest group may be dissolved by the Board of Directors, at the recommendation of the Executive Director, if it is found to be materially deficient in the execution of its mission, lacking in sufficient member participation, causing harm to CBI's operations or reputation, engaged in activities that are inconsistent with the policies and standards of conduct for volunteers or these guidelines, or it is determined to be in the best interest of CBI.