

Treasurer (+ secretary) job description

During the past 10 years the IM24CA Treasurer (+ Secretary) position hasn't been only just basic accounting. Below are described all the activities & roles taken alongside first with Fiona Brown and then continuing with Piret Salmistu.

1. All below tasks and travelling are done on own time and with own expense. No payment from the IM24CA
2. Responsible of the IM24CA bank accounts
 - a. Standalone bank account established in 2011 from Danske Bank according to all European business standards and 100% transparent. Both chairman and treasurer having full access to the accounts
 - b. All transactions in EUROS according to constitution
3. Responsible of the Melges 24 sail label sales to all global sail lofts
 - a. Monthly contacting by either email, skype or phone calls
 - b. Stamping all sold sail labels. Annually selling 400-500 sail labels
 - c. Transparent book keeping of sold sail labels on Google Drive. Chairman, class administrator having full access to files
 - d. Invoicing of all sold sail labels
 - e. Posting of all the sail labels. European small lofts personal delivery without charge
4. Responsible of the Melges 24 annual full membership invoicing
 - a. Monthly / annual contacting by either email, skype or phone calls
 - b. Extensive data globally of all memberships
 - c. Invoicing of all NCA full memberships
5. Full planning, booking and hosting of all AGM meetings with Class Administrator
 - a. Planning, booking and hosting in present the Annual Tech Committee and Annual General meetings
6. Combining strongly the IM24CA financing to media & marketing. Full knowledge of the financial figures helps making the following
 - a. Media & video production negotiations and annual agreements
 - b. Photography negotiations and annual agreements
 - c. Building class sponsorship models
7. Main active contact to the International Sailing Federation (=ISAF)
8. Main active contact to all national class associations
 - a. Weekly / monthly contacts by email, skype or phone
9. Melges 24 media platforms (www, Instagram, Facebook, Youtube)
 - a. Creating new ways of building awareness and reaching our target group
 - b. Monthly & quarterly media platform analysis and follow up
 - c. Creating the new melges24.com (planning started 8 / 2016 & launch spring 2017)
10. Full planning, booking and hosting in present of all AGM meetings
 - a. Planning, booking and hosting of annual Tech Committee and Annual General meetings
11. Preparing and presenting both financial reports + communications & marketing reports in present at AGM
 - a. See reports www.melges24.com/agm2016 & points 5 - 6

This document is intended as an outline of the tasks carried out by the IM24CA Treasurer (+ Secretary) and is not legally binding