



CANADIAN 505 CLASS ASSOCIATION

National Executive and Regional Fleet Representatives

The affairs of the Canadian 505 Class Association are managed by a National Executive. The members of the executive are fellow 505 sailors that volunteer their time and energy to help promote and develop 505 sailing in Canada and coordinate with international activities and developments. Promotion of the class across Canada is best achieved with the involvement of individual regional fleets and their regional Fleet Representatives that can co-ordinate with and/or serve on the National Executive.

Pursuant to the Association's Bylaws, the National Executive are elected at the Association's Annual General Meeting for a term of one year, however an individual can be re-elected each year without restriction. In order to support continuity, it is generally anticipated that once elected, members will agree to continue to serve for more than one term and/or to rotate into different roles on the Executive or as regional Fleet Representatives.

New members are encouraged and welcome to volunteer to stand for positions on the executive to ensure continued energy and commitment as well as to ensure that over time the responsibilities of managing the organization are shared broadly across the membership.

The main accountabilities of the specific roles are summarized in the following table. An individual can hold more than one position.

The President <ul style="list-style-type: none">• directs the general affairs of the Association with a focus on class promotion and growth• chairs all meetings, including the Annual General Meeting; and represents the Association at any meetings involving the Canadian 505 fleet's interests• coordinates and supports the efforts of all members of the National Executive and the regional Fleet Representatives• regularly reports to the other executive and the general membership providing updates on the affairs of both the national and international 505 associations
The Vice President <ul style="list-style-type: none">• assists the President in all association matters and carries out duties in place of the President if and when he or she is not available• co-ordinate events with the Fleet Representatives and the American Section to produce a cohesive Canadian/North American annual schedule <p>Generally an effort is made to ensure the President and the Vice President are from different regions (for example if the President is from the east, effort is made for the Vice President to be from the west and vice versa)</p>
The Secretary <ul style="list-style-type: none">• maintains the files, meeting minutes, membership records and correspondence of the Association

The Secretary (continued)

- prepares agendas, records minutes and issues meeting notices for AGM and other meetings as required
- with the assistance of the regional Fleet Representatives, ensures membership renewals are kept up to date and collects membership dues in coordination with the Treasurer
- fulfills reporting requirements to the International 505 Association such as those related to current membership records and mail ballots

The Treasurer

- maintains financial accounts and records for the Association including bank and Paypal accounts
- ensures revenues are recorded and disbursements are made accurately including annual payments to International 505 Association and Sail Canada
- prepares annual financial statements for review by the National Executive and presents them to the membership at the Annual General Meeting
- prepares and files the annual information return (AIF) with the Canada Revenue Agency in order to maintain status as a registered Canadian amateur athletic association

The National Measurer

- is the official class measurer for the Canadian association
- ensures the uniform application of the International Class Rules within Canada
- maintains a record of member Measurement Certificates
- maintains the scales and templates, and coordinates the issuance of new or amended Measurement Certificates
- oversees and coordinates with Regional Measurers for running measurement as required for major national and international events being hosted in Canada

The Communications Director

- facilitates the Association's communications working closely with regional Fleet representatives and other Executive Members with the goal of building interest in the 505 within Canada
- keeps members updated on national and regional fleet activities
- maintains and updates the Association website and other Association social media site

A Regional Fleet Representative

- represents the interest of an individual fleet in separate regions of Canada
- assists in promotion of the 505 class in the region including communication of national and international activities and developments and promoting membership in the Association
- encourages members within the region to participate in class events and coordinates events so as to produce a cohesive regional and national schedule
- assist the Secretary to ensure membership renewals are kept up to date and membership dues are collect in the region

For larger fleets (5 or more boats) Fleet Representatives can and are encouraged to join as a member of the National Executive to assist in governance of the 505 class in Canada