

## **Carrick Castle Boat Club**

### **Moorings Officer - Job Description**

- a) Deal with all enquiries directed to the Moorings Officer by telephone, mail or e-mail.
- b) Collate the annual requests for mooring servicing and update the Moorings Officer's database with contact details and servicing requests.
- c) Manage the allocation of new mooring positions and re-location of existing mooring positions within the Crown Estate permissions and requirements.
- d) Prepare annual servicing summary reports for the moorings contractor.
- e) Liaise with mooring contractor on all aspects of servicing, new mooring and other installations.
- f) Provide guidance and advice to members in relation to moorings in association with the contractor/s where applicable.
- g) Monitor and advise the committee annually on moorings condition, locations and tags.
- h) Provide data in response to requests from Crown Estate in relation to moorings locations, tags etc..
- i) Act as second signatory on cheques in the absence of the Treasurer or Secretary.
- j) Maintain Google Earth maps of moorings locations.
- k) Attend committee meetings, EGMs and AGMs, report on moorings and advise where required.
- l) Monitor and repair signage on Visitor's Moorings.
- m) Work with other members of the committee to support the needs of mooring owners.
- n) Advise and assist when requested on the sale/disposal, installation or re-allocation of moorings.