

## **Boat Manager Responsibilities**

### **Revised Nov 29, 2023**

The cruising fleet of the Downtown Sailing Center (DSC) is comprised of various boats donated to the DSC to support its mission. The DSC typically commits to use these boats in its programs for a period of at least three years, after which boats may be sold to generate revenue in further support of the mission.

The DSC relies on members to carry out routine boat safety checks, perform preventative maintenance, and assist in the coordination and completion of repairs.

Boat Manager Committee:

- Boats of every size and class require a significant amount of care and maintenance, but the numerous and complex systems found on larger, cruiser-class sailboats make this task both time-consuming and expensive.
- Each of the cruising boats in the DSC cruising fleet is unique in manufacturer, engines, rigging, and other equipment.
- A small team of Boat Managers is assigned to each of the cruising boats. The primary goal of each DSC Cruiser Boat Manager is to preserve and enhance the market value of their assigned boat while supporting the mission of the DSC.
- The Boat Manager Committee will have a DSC Staff Liaison who will assist with purchasing, coordination of extensive repairs, etc. The Staff will also coordinate with boat managers to deconflict scheduled maintenance and programming.
- The Boat Manager Committee will reach out to the Boat Maintenance Committee and/or schedule work parties to complete maintenance and repair work.

Specific Responsibilities:

- Keep an accurate and up-to-date inventory of the boat and its equipment.
- Keep an accurate and up-to-date list of repairs and maintenance tasks to be performed on the boat, and a log of all repair and maintenance tasks completed. Record all maintenance items in the Maintenance Tracker in the DSC Boat Reservation System.
- Maintain a list of potential improvements and/or additions to the boat and/or equipment that will enhance the safety, usability, and/or market value of the boat.
- Manage the day-to-day maintenance of the boat, employing volunteers whenever feasible.
- Request the purchase of parts and materials with the DSC Staff.
- Prepare the boat for sale at the end of its holding period. Ensure urgent maintenance items have been addressed, prepare the boat for photography through cleaning and detailing it, and coordinate the preparation of the boat for showings to potential buyers.