

Area Representatives - Terms of Reference

The Area Representatives are members of the Mirror Class Association National Committee and are responsible for promoting and coordinating Mirror activity in their region. These Terms of Reference provide direction and guidance on what is expected of an Area Rep.

The Primary Responsibilities of the Area Rep are:

- Represent their respective area on the MCA National Committee.
- Be the focal point of contact for all Mirror club fleets in their area.
- Encourage clubs in their area to adopt the Mirror.
- Oversee the organization of the Area Travellers Series.
- Maintain a close liaison with the respective area RYA High Performance Manager (HPM) to promote the Mirror as a Junior Pathway boat.
- Support the Area Training Secretary in the setting up and administration of the area National Youth Development Squad.
- Coordinate MCA Open Training in the area.
- Manage the area MCA Open Training budget.
- Promote MCA membership within their area.

The Secondary Responsibilities of the Area Rep are:

- Attend all the MCA National Committee Meetings (normally by telecom) and the Annual General Meeting - provide an Area Rep update for Committee meetings and a Report for the AGM.
- Maintain a database of all Mirror Fleet Captains in their area, keep them informed of discussions and decisions made by the National Committee, and ensure club fleets feel fully engaged with the MCA.
- Encourage new clubs to adopt the Mirror through liaison with club junior training officials and the respective RYA HPM.
- Arrange the venues and dates for the Area Travellers Series - ensure there is an appropriate mix of open water, restricted water and inland venues.
- Record the results of the Area Travellers Series, promulgate the final results at the final event and coordinate the award of prizes, and publicized on the website.
- Supervise the maintenance of the Area Travellers Series trophies.
- Arrange sponsorship for Area Travellers Series.

- Oversee the allocation and maintenance of the area MCA Demo Boat liaising with the class bosun.
- Creating or organize website articles with photos for reports on events in the region, news items, forthcoming events, and any other information which is useful to promote the Mirror class and sailing.
- Creating events in the website calendar for forthcoming events in the region.