

ARMDALE YACHT CLUB
COMMODORE POSITION DESCRIPTION

Responsible to:

- The Membership

Duties and Responsibilities:

- Serve as Chair of the Committee of Management (COM) and for all regular and special meetings of the membership and as an ex-officio member of all sub-committees of the COM.
- Convene and facilitate effective management of meetings of the COM to discuss and decide on all issues pertaining to the management, operations and membership of the club.
- Ensure respect for and compliance with the Bylaws of the AYC, regulations and policies of the club by the COM, members and staff.
- Ensure there is resolution of disputes, grievances, complaints, etc. following Bylaws of AYC.
- Ensure members of the COM are performing and held accountable for the duties, responsibilities and role of their positions and implement actions, if necessary, in accordance with the Bylaws of AYC.
- Monitor the financial affairs of the Club.
- Reassign or add responsibilities to COM members commensurate with the skill sets and willingness of individual COM members.
- Ensure that policies, processes, procedures and position descriptions are revised or developed as required commensurate with the changing requirements for good governance.
- Ensure that any AYC Bylaws changes are amended as notifications are received from COM and general membership by due process by vote at the Annual General Meeting.
- Identify and ensure follow up to the needs and requirements of the membership through general meetings, the work of the various committees, regular contact and surveys.
- Confirm that the responsible COM Officer is ensuring that staff are being properly supervised and held accountable for the performance of their duties in accordance with their work descriptions, established processes, procedures and other performance indicators.
- Sign AYC cheques when necessary. Review all the payables invoices prior to signing.
- Monitor Commodore e-mails and address issues as they arrive.
- Uphold the Code of Conduct of members of the Club as set out in the Bylaws.
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike.
- Possess a good working knowledge of the AYC Bylaws, regulations and policies.
- Actively be involved in and promote AYC events, races and cruises and encourage other social and senior members to participate.
- Attend all COM meetings, and any other meetings called at AYC as required to fulfill responsibilities of the position.
- Participate in the annual strategic planning process.
- Participate in the annual budgeting process including development of budget for area of responsibility.
- Carry out such other duties as the COM may delegate from time to time.
- Provide incoming COM member with relevant transition information to assist with following year's activities.
- The following Officers are responsible to the Commodore:
 - Vice-Commodore
 - Rear-Commodore
 - Treasurer
 - Secretary
 - Immediate Past-Commodore