

**ARMDALE YACHT CLUB
FLEET CAPTAIN CRUISE POSITION DESCRIPTION**

Responsible to:

- The Rear-Commodore

Duties and responsibilities:

- This Committee shall consist of a Fleet Captain Cruise Officer and not less than two Members approved by the COM.
- This Committee is responsible for the organizing, conduct and management of all Club cruising activities.
- Pre-season plans and post season reports of activities shall be submitted to the COM in accordance with the schedule as prescribed for the Race Committee.
- Coordinate with Entertainment Officer on event requirements and scheduling as needed.
- Monitor Cruise e-mails and address issues as they arise.
- Assist the Commodore and COM with the management of the club as outlined in the Bylaws.
- 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.

Approved by the Committee of Management on March 21, 2018