

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

Responsible to:

- The Rear-Commodore

Duties and responsibilities:

- This Committee (known as the Race Committee) shall consist of the Fleet Captain Sail Officer and not less than five members approved by the COM.
- This Committee is responsible for the organizing, conduct and management of all Club racing activities as set out in the AYC Bylaws.
- 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 in the AYC Bylaws.
- Submit the Engraving list for the Ice Breaker and Opening Regatta races to the Trustee of the Trophies within one week after last race in order to have the trophies engraved.
- Submit the Engraving List to the Trustee of the Trophies within two weeks of the last scheduled race in order to prepare and engrave trophies for presentation.
- Provide the Rear-Commodore a prepared list of all race winners in order to prepare and engrave all race prizes for presentation.
- Ensure the race house is manned for every sanctioned race with hired staff or volunteers.
- Monitor Sail 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