

ARMDALE YACHT CLUB
REAR COMMODORE POSITION DESCRIPTION

Responsible to:

- The Commodore

Duties and Responsibilities:

- Preside over membership services of the Club including cruising, racing, sailing, communications, entertainment and social programs
- Attend and participate in Sail/Cruise, Yachting meetings as scheduled as per the Bylaws.
- Assist the Commodore and Vice Commodore in the discharge of their duties.
- Act in the Commodore's and/or Vice Commodore's stead in their absence.
- Ensure that the Fleet Captain Sail Officer, Fleet Captain Cruise Officer, Learn to Sail Officer complete their duties and responsibilities, assisting when necessary.
- Represent AYC in outside meetings as requested from outside agencies pertaining to yachting.
- Assist in other boating aspects or initiatives that might arise from time to time.
- Ensure annual inventory of sail training equipment is updated and ensure security of assets as required by the Learn to Sail Officer.
- Monitor Rear Commodore emails 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 Commodore and COM may delegate from time to time.
- Provide incoming COM Rear-Commodore with relevant transition information to assist with following year's activities.
- The following Officers are responsible to the Rear-Commodore:
 - Fleet Captain Sail
 - Fleet Captain Cruise
 - Sail Training Officer
 - Communications and Marketing Officer
 - Social Member Officer
 - Entertainment Officer

Approved by the Committee of Management on March 21, 2018