

**ARMDALE YACHT CLUB
SOCIAL MEMBER OFFICER POSITION DESCRIPTION**

Responsible to:

- The Rear-Commodore

Duties and Responsibilities:

- This Committee shall consist of the Social Officer and not less than two other Members approved by the COM.
- This committee will represent the social members and address any concerns brought forward by social members.
- The committee will work to increase the number of social members enrolled at AYC.
- Work with Entertainment Officer, Fleet Captain Sail Officer, and Fleet Cruise Officer to assist with promotion and success of all events.
- Monitor Social 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