

## **ARMDALE YACHT CLUB**

### **POSITION DESCRIPTION: VICE-COMMODORE – DEVELOPMENT**

#### **Purpose of the Position**

The focus of the Vice Commodore Development is to assume a leadership role in advancing AYC's vision, mission, and values to members, strategic partners, and the public. This role holds overall responsibility for developing and monitoring strategic external relationships, long-term strategic plans, mission priorities, budget input, and initiatives that inspire excellence within AYC and greater the maritime boating community. The Vice Commodore Development will also promote AYC's role as steward of Melville Island's unique natural and cultural heritage.

#### **Major Responsibilities**

- **Community Integration & Strategic Partnerships:** Strengthen AYC's role as an indispensable part of the Nova Scotia community by building and maintaining relationships with AYC's strategic partners, including all levels of government, Indigenous organizations, community groups, NGOs, and the private sector.
- **Program Collaboration & Funding Opportunities:** Collaborate with best practice programs, such as AYC's Sail Training and Broader Reach, by identifying and securing opportunities for funding and support to enhance the reach and impact of these programs.
- **Historical Stewardship:** Ensure that the significant history of AYC and Melville Island is recorded, celebrated, and shared with future generations by identifying and leveraging funding opportunities to support historical preservation and educational initiatives.
- **Strategic Planning Leadership:** Establish and chair a Strategic Planning Committee responsible the Club's long-term Strategic Plan, including reviewing and updating it regularly to reflect evolving priorities.
- **Coordination with Other Leadership Roles:** Collaborate with the Vice Commodore – Operations and the Rear Commodore to contribute to the Club's annual operating plan, ensuring that present-day decisions are aligned with and support the long-term objectives of the Strategic Plan.
- **Progress Reporting:** Prepare an annual report to the Club on progress toward Strategic Plan goals, ensuring accountability and alignment with long-term objectives.

- **Industry Awareness & Innovation:** Stay informed of industry trends, best practices, and emerging technologies relevant to recreational boating. Use this knowledge to inform long-term planning decisions and identify opportunities for the Club's growth and innovation.
- **Operational Management:** Monitor Vice Commodore – Development emails and address issues as they arise, providing timely responses and solutions.
- **Support to the Commodore:** Assist the Commodore and COM with the management of the club as outlined in the Bylaws, providing guidance and leadership as needed.
- **Meeting Attendance:** Attend all COM meetings and other AYC meetings as required to fulfill the responsibilities of the position.
- **Budget Development:** Participate in the annual budgeting process, including developing the budget for areas of responsibility, ensuring financial alignment with strategic objectives.
- **Succession & Transition Support:** Provide incoming COM members with relevant transition information to support continuity and success in the following year's activities.

### **Reporting Relationships**

This position reports to the Commodore of AYC. The Chair of the Strategic Planning Committee reports to this position.