

ARMDALE YACHT CLUB
VICE-COMMODORE POSITION DESCRIPTION

Responsible to:

- The Commodore

Duties and Responsibilities:

- Preside over the business affairs of the Club such as Yard, House and Staff.
- Assist the Commodore and the Rear Commodore in the discharge of their duties.
- Act in the Commodore's stead in the Commodore's absence.
- Ensure that police check is obtained for the Vice-Commodore, as it is required for AYC liquor license and for office staff as new people come into these positions.
- Ensure that the AYC liquor license is renewed with the Vice-Commodore, Office Administrator, Caterer and Catering Manager's names on the license.
- Educate membership about the regulation regarding signing guests in the club and the obligation as part of our liquor license.
- Ensure the smoking by-law is observed.
- Ensure the Emergency Environmental Plan is updated and distributed by the office.
- Ensure the office renews the gas and diesel license for the club.
- Ensure the Occupational Health & Safety manual and Material Safety Data Sheets are updated and followed by the employees.
- Supervise Marine Services Manager, providing timely feedback.
- Assist in resolving issues between staff and members.
- Assist the Yard Officer and the Marine Services Manager to make sure that the required yard staff is at a proper level for the duties to be executed. Make sure that all yard staff has their PCOC and ROC (M) (VHF license). These licenses are a requirement of employment.
- Establish and chair a Membership Committee which includes members who are able to conduct interviews with potential new members without sponsors. We require at least four (4) people to be able to work as the interviewers.
- Hold membership committee meetings as required to keep information, types of membership up to date, make recommendations on attracting and retaining members, and report Membership categories and numbers to Committee of Management (COM).
- Oversee the suspension of members:
 - For conduct not becoming a member while on the premises.
 - For members with outstanding financial balances due to AYC in conjunction with the Treasurer and office staff following the policy on Receivables and Collections.
- Assist committee chairs in the execution of their duties as required.
- Sign AYC cheques when necessary. Review all the payables invoices prior to signing.
- Monitor Vice-Commodore 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.
- The following Officers and Staff are responsible to the Vice-Commodore:
 - Yard Officer
 - House and Grounds Officer
 - Food & Beverage Committee Chair
 - Office Administrator and any other 'business' staff
 - Marine Services Manager and yard staff

Approved by the Committee of Management on March 21, 2018