

**ARMDALE YACHT CLUB
YARD OFFICER POSITION DESCRIPTION**

Responsible to:

- The Vice-Commodore

Duties and responsibilities:

- The Committee shall consist of the Yard Officer and not less than two other Members approved by the COM.
- This Committee is responsible for advising the COM on the maintenance and the operation of the boatyard, boatyard grounds, marina facilities and all vessels and equipment owned by AYC.
- Act as a liaison with the Marine Services Manager and other yard personnel to ensure that the yard operations run safely, smoothly and to the satisfaction of the Members.
- As required form a working committee to address boatyard maintenance necessities.
- Collaborate with the Vice-Commodore to ensure that all is running smoothly in the boatyard and marina in consultation with Marine Services Manager.
- Monitor Yard 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