



## **JOB DESCRIPTION**

### **Commodore**

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#### **General description:**

Annually elected by the membership at the AGM this position is responsible for overall governance and administration; legal, ethical and community obligations; leadership and support for the membership in pursuing the Club purpose and vision; the general welfare and long term viability of the Club.

**Specific responsibilities:** (in addition to the Duties and Responsibilities of members of the Board):

1. Preside over meetings of the Board of Directors and general meetings of the membership;
2. Administer Club Bylaws and Regulations and Board Policy, providing direction and enforcement as necessary;
3. Oversee the operations of the club, participating in a broad range of club functions, programs, projects and activities;
4. Represent the Club in communications or contact with other clubs and organizations, government and community agencies, the neighbourhood and the general public;
5. Ensure an ongoing program of Board development to guide and support the Board members in their functional responsibilities;
6. Administer the annual Long Term Plan Review; and
7. Chair the Executive Committee and function as the chief executive officer of the Club.

Date adopted by the Board of Directors: January 8, 2013

Date of last review: \_\_\_\_\_