



JOB DESCRIPTION

Staff Captain

General description:

Annually elected by the membership at the AGM, this position is responsible for organizing and managing the Club social program, as specified in Board Policy.¹

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

1. Serve on the Board of Directors, with the general responsibilities of Board members and in accordance with Board policies and procedures;
2. Plan the annual social program of the Club, including a schedule of social events, in consultation with the Beverage Manager, for adoption by the Board;
3. Administer the social program with respect to booking Club facilities and off-site venues where required, ticket sales, accounts of revenues and expenses;
4. Host regular club events, including: planning, promoting, organizing, volunteer staffing, food purchase/preparation/serving and set-up /clean-up, delegating these responsibilities to members of the Social Committee and/or assigned “event teams;”
5. Promote the social aspect of the Club in general, including non-regular events, such as “Pub Nights” hosted by volunteers from the membership at large;
6. Oversee the equipment, supplies, stock of provisions and use of the kitchen, including arrangements for routine housekeeping (cleaning of appliances, linens, etc.); and
7. Ongoing liaison with the Vice Commodore to address any facility issues that impact on social functions.

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

Date of review/revision _____

¹ The responsibilities of the Staff Captain do not extend to the social element of other Club programs, such as “Round Saltspring Race”.