



JOB DESCRIPTION

Vice Commodore

General description:

Annually elected by the membership at the AGM, this position is responsible for leadership and direction in the development, maintenance and operations of the facilities ashore and other executive functions in support of the Commodore.

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. Assist the Commodore in the overall administration of the Club and act in the absence of the Commodore as necessary;
3. Administer the House and Grounds Committee, with responsibility for planning and overseeing the maintenance and operations of the Clubhouse, out-buildings and grounds, as set out in Board policies and Procedures;
4. Organize fall and spring work parties, in collaboration with the Rear Commodore;
5. Nominate a House and Grounds Coordinator, for appointment by the Board, and supervise the responsibilities of this position, as provided by Board Policy;
6. Nominate a Clubhouse Booking Coordinator, for appointment by the Board, and authorize use of Club facilities for other than regular Club functions;
7. Act as the property manager of the A-frame residence on the club property; and
8. Discharge any duties as may be assigned by the Commodore.

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

Date of review/revision _____