



## JOB DESCRIPTION

### Fleet Captain Dinghy

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#### **General description:**

Annually elected by the membership at the AGM, this position is responsible for leadership and overall administration of youth sailing activities, to include the Junior Program, Summer Sailing School and control of the fleet of sailing dinghies, chase boats and specialty club boats.

**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. Direct the development, operation and evaluation of all programs for youth sailing activities;
3. Monitor the various fees & charges associated with the Junior Program and Summer Sailing School, and recommend any desired changes to the Board;
4. Promote and facilitate participation and funding for the Junior Program and Summer Sailing School through communications, advertising, grants, sponsorships and public relations;
5. Determine and manage the annual capital budget for replacement and any additional club boats based on a long-term schedule to optimize the fleet condition and size;
6. Determine and manage the annual operating expenditure budget for maintenance and repair of all club boats and trailers, including sailing dinghies, chase boats and any other club boats;
7. Update the Club Yearbook and Website (ongoing) for all applicable information concerning youth sailing activities;
8. Nominate a Fleet Boat Asset Coordinator, for appointment by the Board, and supervise the responsibilities of this position as provided by Board Policy;
9. Nominate a Junior Sailing Program Coordinator, for appointment by the Board, and supervise the responsibilities of this position as provided by Board Policy;
10. Nominate a Sailing School Coordinator, for appointment by the Board, and supervise the responsibilities of this position as provided by Board Policy;
11. Ensure that appropriate safety measures are in place and followed for all aspects of both the Junior Program and the Summer Sailing School Program;
12. Ensure compliance with the various legal and security obligations for youth programs;
13. Discharge any duties as may be assigned by the Commodore.

Date approved by the Board of Directors: April 02, 2013

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