

# Elwood Sailing Club

## Rear Commodore Role and Responsibilities (July28, 2020)

### Responsibilities Defined by ESC Rules

- 1) *The Rear-Commodore is the third ranking officer and is responsible for boating activities including competition, training, and rescue services.*
- 2) *The Commodore, Vice-Commodore and Rear Commodore shall be collectively known as the “Flag Officers”.*

### Other R&R

- 1) Assist GC members and manager on sailing issues as required
- 2) Advance and promote all forms of boating and on water activities in consultation with the GC and any sub-committee delegated responsibilities relating to these activities.
- 3) Develop and improve sailing, racing, race management and on-water safety skills within the Club
- 4) Liaise with Australian Sailing on sailing issues affecting the Club, other than issues within the responsibility of the Commodore or Secretary
- 5) Lead compliance with AS and Victorian Ports Corporation (?) rules governing on-water activity
- 6) Manage the maintenance, use and storage of all club equipment and boats associated with on-water activities. Oversee volunteer activities relating to this equipment and boats
- 7) Manage the maintenance and use of tower equipment associated with on-water activities and communications including PA, radios, computer
- 8) Support the Training Coordinator in the planning, provision and maintenance of all club equipment associated with training activities on-water.
- 9) Develop a strategy of engagement in sailing activities for new and post-training sailors
- 10) Participate in the development of the overall Club budget, and in the management of the Club budget with the General Committee. Responsible for the input to and management of the approved Sailing budget, with General Committee approvals as required
- 11) With the assistance of the Manager and Commodore prepare and issue an annual on-water event program
- 12) Develop the race duty roster and allocate duty attendance points. Manage Dutyman database, and roster and attendance issues. Document and manage issues related to the training of members on duty, including
- 13) Resolve complaints arising from the sailing program
- 14) Load results to Top Yacht and resolve issues (delegated as required)
- 15) Audit ESC club boats (race management and club sailboats) and members’ boats in line with AS requirements.
- 16) Maintain documentation of sailing related processes, such as use of race management boats and equipment

See also the document on the general R&R of all General Committee Members