

Elwood Sailing Club

Vice Commodore Roles and Responsibilities (July 20, 2020)

Responsibilities Defined by the ESC Rules

- 1) *The Vice-Commodore is deputy to the Commodore and is in charge of all club assets and on-shore activities.*
- 2) *The Commodore or, in the Commodore's absence, the Vice- Commodore is the Chairperson for any general meetings and for any committee meetings. If the Commodore and the Vice-Commodore are both absent, or are unable to preside, the Chairperson of the meeting must be:*
 - *in the case of a general meeting—a member elected by the other members present; or*
 - *in the case of a committee meeting—a committee member elected by the other committee members present.*
- 3) *The Commodore, Vice-Commodore and Rear Commodore shall be collectively known as the “Flag Officers”.*

Other R&R

- 1) Provide a monthly update of projected Venue hire and financials relative to budget and prior year
- 2) In conjunction with the Treasurer and the Manager, ensure the Club’s stock management systems and control processes are fit for purpose
- 3) Manage the maintenance of all club assets associated with on-land Club activities.
- 4) Organise working B’s to ready and maintain club facilities for sailing and Venue Hire activities.
- 5) Liaise with and support the manager on planning, staffing, facility, and equipment requirements and supplies for kitchen and bar for Club and Venue Hire activities.
- 6) Purchase equipment to support Venue Hire events within the approved budget
- 7) Sign-off invoices for goods and services associated with on-land Club activities.
- 8) Support Community activities at the Club
- 9) In conjunction with the manager develop a calendar of social activities for club members.
- 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 budget for Land-Based Assets.
- 11) Work with the manager to ensure the following processes are documented and updated as required, and have a working knowledge of the processes so that basic activities can be supported in the managers’ absence.
 - Staff employment and management
 - Venue hire
 - Insurance
 - Services and maintenance
 - Security including fob keys
 - Ice machine, glass washer, AC and PA/AV systems
 - Stock management

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