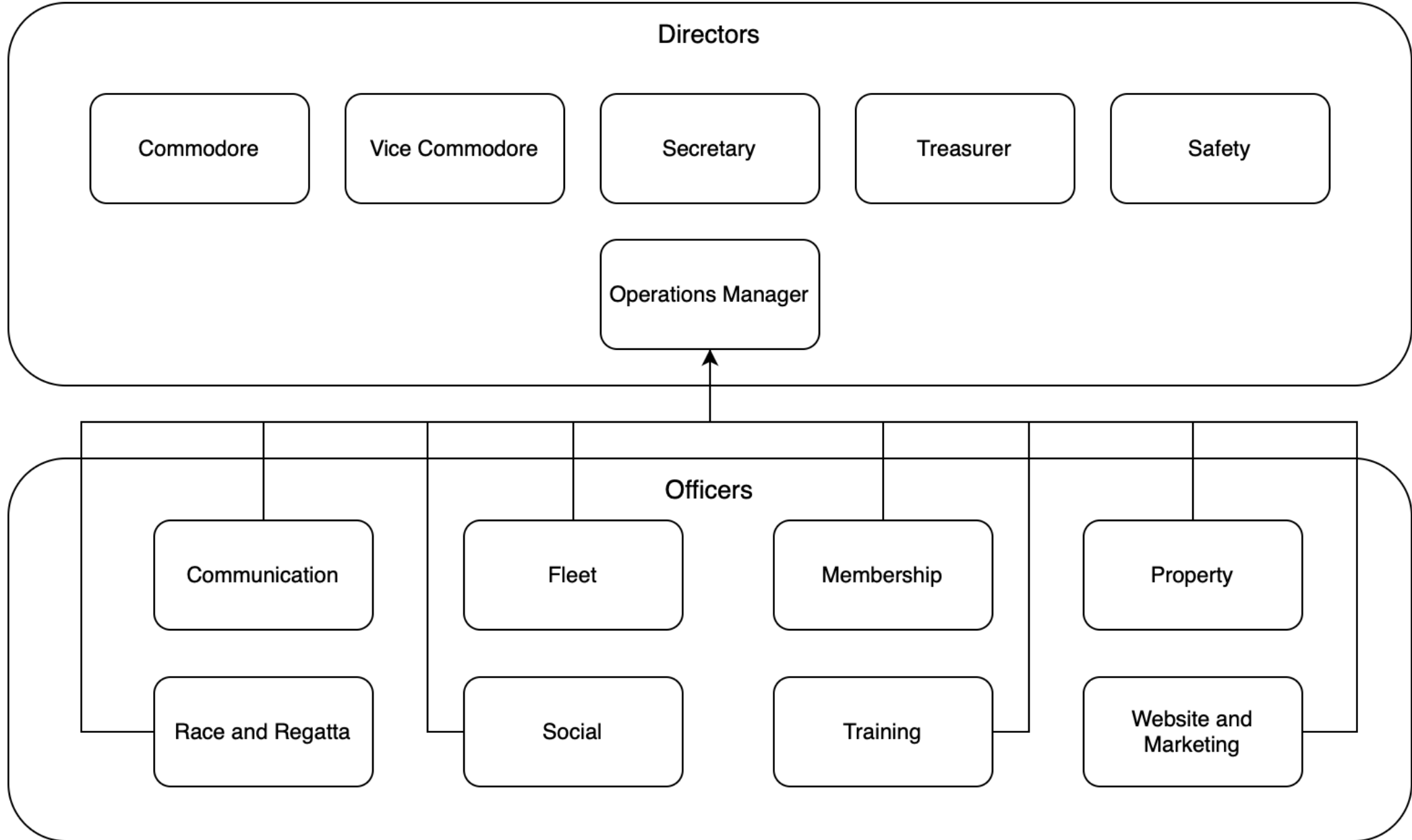


Peterborough Sailing Club

Board Organization Chart

Peterborough Sailing Club Board Structure



Commodore Job Description

The Commodore shall, subject to the authority of the Board, provide leadership to the Board, ensure the integrity of the Board's process, and represent the Board to outside parties. The Commodore coordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management of the Corporation. The Commodore endeavours to ensure that the Board discusses all matters relating to the Board's mandate. The Commodore shall preside as chair at all meetings of the Board, and Meetings of Members, and shall be an ex officio member of all committees.

Vice Commodore Job Description

The Vice Commodore shall assist and advise the Commodore as needed. In the absence of the Commodore, the Vice-Commodore will exercise the powers and perform the duties and functions of the Commodore. They are also the first members considered to succeed the Commodore when they leave the Board. As such, they cooperate with the Commodore and make every effort to learn the Commodore's role. The Vice Commodore shall also act as primary publicity liaison for the Corporation and to assist any other of the executive as needed. The role of Vice Commodore may remain vacant

Secretary – Director Job Description

The Secretary shall be the secretary of Meetings of Members and Board meetings, and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings thereat. The Secretary shall give or cause to be given, as and when instructed, all notices to Members, Directors and officers. The Secretary shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, papers, records, documents and other instruments belonging to the Corporation, except when some other officer or agent has been appointed for that purpose

Treasurer – Director Job Description

The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Corporation and, under the direction of the Board, shall control the deposit of money, the safekeeping of securities and the disbursement of funds of the Corporation. The Treasurer shall render to the Members and the Board whenever required, an account of all the transactions as Treasurer and of the financial position of the Corporation.

Operations Manager – Director Job Description

An Operations Manager oversees the general operations of the Corporation to find any areas in which the Corporation in question can improve. They plan long-term initiatives for success, work with various Officers on improvements and solutions, and analyze budgets to minimize costs. They compile reports from the Officers, excluding members of the Board, and communicate their findings and plans with the Board to ensure changes are implemented correctly

Safety – Director Job Description

The Safety Officer assist the club in putting in place policies, procedures and implementation plans for managing safety in day to day operations and at events. They act as the first point of contact for club members, staff, volunteers, young people and parents, for any issue concerning health and safety within the club. They ensure that all accidents and incidents are correctly reported in accordance with the applicable guidelines, and help the club with trend analysis of near misses and accidents. The Safety Officer shall also ensure; that the club is in compliance with all government and sport association mandated policies; that the safety equipment (fire extinguishers, fire alarms, recovery tools, etc) are in working order, and that the first aid equipment on shore and in the powerboats are stocked and meet applicable regulations.

Past Commodore – Director Job Description

While not included on the slate, in addition to the elected Directors, the immediate past Commodore preceding the Commodore, by virtue of his/her position will be an ex-officio member of the Board for one term with all the rights and privileges of a Director. The immediate Past Commodore of the Board is responsible for promoting the continuity and development of leadership in our Corporation. With the consent of the Board, the immediate Past Commodore of the Board shall: Attend meetings of the Board of Directors and its Committees, the annual meetings and special meetings of the membership. Oversee projects and assume other responsibilities as assigned.

Communication - Officer Job Description

Responsible for all communications to Members except for Notices

Fleet - Officer Job Description

Responsible for the care and maintenance of Corporation owned sailboats, motorboats and other watercraft.

Responsible for organizing the boatyard

Membership - Officer Job Description

Responsible for recruiting new members

Acting as primary liaison for new members

Maintain an accurate list of Members

Coordinate with the Treasurer to ensure that all fees are paid in full

Property - Officer Job Description

Responsible for the care and maintenance of Corporation grounds, buildings and harbour

Race and Regatta - Officer Job Description

Responsible for organizing all regattas and club races

Set regatta schedules in coordination with relevant Directors, Officers, sailing associations, fleet associations and other sailing clubs

Issue Notice of Race and Sailing Instructions. Coordinate with the race officer for the race/regatta and provide required documentation

Publication of club race/regatta results for Members, and public

Social - Officer Job Description

Responsible for all social activities and associated meals.

Co-ordinate with Race and Regatta Officer, and Commodore regarding arrangements for special events.

Co-ordinate with the Communication Officer for publicity of social events and Members participation.

Training - Officer Job Description

Responsible for locating sailing instructors

Coordinating with sailing instructors and setting a training schedule

Responsible for setting a training program and practice sessions for Members throughout the sailing season

Research and promote training opportunities, and/or coaching programs available to Members through associations such as Canadian Albacore Association, Ontario Sailing Association

Website and Marketing - Officer Job Description

Responsible for maintaining and updating the Corporation website.

Market the Corporation to the public.