



## **JOB DESCRIPTION**

### **Rear Commodore**

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#### **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 foreshore facilities and for 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 and Vice Commodore as necessary;
3. Administer the Foreshore Committee, with responsibility for planning and managing the maintenance and overall operation of the marina as set out in Board Policies and Procedures and in liaison with the Wharfinger
4. Organize fall and spring work parties, in collaboration with the Vice Commodore;
5. Nominate a Dock Operations Coordinator, for appointment by the Board, and supervise the responsibilities of this position, as provided by Board Policy;
6. Nominate a Safety Officer, for appointment by the Board, and oversee the functions of this position;
7. Administer the Club's foreshore lease agreement and regulatory requirements required in marina operations and maintenance ; 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 \_\_\_\_\_