

# Southport Yacht Club

## CHAIRMAN

Officers of the Association shall consist of Board Chairman, Flag Officers being The Commodore, Vice Commodore Sail, and Vice Commodore Power, along with Treasurer and three Board Members.

The Chairman must have two years' experience on the Board, or ten years voting membership, (as per the [Rules & By Laws 2015, Section 18. \(a\) and Section 19.](#))

The position to which Chairman is elected is on a two year term, you have the right to re-nominate as the position vacant after the term.

### **Applicable to all Board Member's:**

1. To be actively involved in and support the sport of the Club and promote the 'Objectives of the Association', as per the Rules and By Laws 2015:
  - To promote the enjoyment and competition of boating, yachting and events for our members, guests and the community.
  - To provide the youth of our community with a training programme and facilities, to encourage youth participation in the sport of boating and yachting.
  - To provide and maintain association premises and facilities for the use of members of the association.
  - To encourage and support participation in boating and yachting competition at Club, State, National, International or Olympic level events.
  - The promotion and encouragement of such sports and recreations of a water based or aquatic nature as determined from time to time by the Board, including by the promotion of races and competition and the giving of trophies and prizes.
2. To know, interpret and understand Rules & By-Laws of the Southport Yacht Club Inc.
3. Attend Monthly Board Meetings, Strategic Planning Meeting, Annual General Meetings, and Special General Meetings and Forums as scheduled from time to time.
4. All Board members are welcome to attend any committee meeting, however this is in the capacity of visitor / observer only, no comment or voting on matters is permitted, unless specifically a member of that Committee.
5. To read all reports provided within the Board Pack, including but not limited to, financial statements, committee reports, and correspondence prior to each Board meeting. Same applies to any other special, or general meetings for the Board.

6. Maintain totally confidentiality in all matters discussed at Board level. Confidentiality as part of the Code of Conduct to be read, understood, and signed.
7. To discuss all operational issues with the General Manager or Assistant General Manager, only and not to discuss at a middle management level.
8. Undertake tasks and projects as assigned by the Chairman, and Board, from time to time and provide a written report back to the Board as required.
9. To attend all Club facilities, where possible, on a regular basis and 'show the colours'.
10. To attend as many official Club functions as possible, in particular annual presentations, Sail Past at Main Beach, Breaking of the Flag at Hollywell, major boating presentations, new member events, and so forth, and provide feedback to the Board.
11. Board members are to ensure that good corporate governance is being followed, boating and business development is progressing and fully accounted for, and that confidentiality is maintained.
12. All Southport Yacht Club Board members are to be prepared to undergo the following legislative checks:
  - Blue Card application
  - Bankruptcy check
  - Police / Security background check

**The Chairman's role is:**

1. To preside over scheduled meetings of all Board meetings, Annual General Meetings, Special General Meetings, Strategic Planning Meetings, and other relevant meetings, or sessions, of Southport Yacht Club Inc.
2. To monitor, and be responsible for, the coordination of the business activities of the Association including Corporate Governance, financial matters, and the future development of the Association. Along with development of the Club and liaise with the General Manager regularly on all financial, business and HR matters.
3. Ensure that a strategic plan is implemented and followed.
4. Familiarise yourself, and liaise with the General Manager, or Assistant General Manager, on the following:
  - a) leasehold tenures and allotments and charges;
  - b) statutory authority charges relevant to all sites;
  - c) general details and mix of Club membership;
  - d) existing plans of all sites, facilities, and buildings;
  - e) proposed capital improvements for all sites;
  - f) previous activities, reports and minutes of the Committee

5. Generally liaise with General Manager, or Assistant General Manager, on capital expenditure and site improvements that may be recommended to the Board.
6. To liaise with General Manager, or Assistant General Manager, when arranging any meetings with Council, Government organisations or consultants.
7. To plan for and make recommendation to the Board on proposed major capital works projects for all facilities and sites.
8. To make recommendation to the Board regarding expert consultants to assist in the planning for major capital works projects.
9. To liaise with the Treasurer and Finance Committee on proposed expenditure of Club funds.
10. To prepare a report for printing in the Club's Annual Report covering the year's activities.