

Southport Yacht Club

VICE COMMODORE SAIL

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 Vice Commodore Sail must be a boat owner (as per the [Rules & By Laws 2015, Section 18. \(a\) and Section 19.](#))

The position to which Vice Commodore Sail 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 Members:

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 total 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 Vice Commodore's role is:

- 1) It shall be the duty of the Vice Commodore of Sail to assist the Commodore in the discharge of their duties and in their absence carry out their duties in their stead.
- 2) To be responsible for the Sailing Committee monthly meetings, and represent the Sailing Committee at Board level.
- 3) To attend and preside with the Commodore at all Sailing Presentations, major sailing events and activities, plus all other major functions, events or activities and in the absence of the Commodore to act as Senior Flag Officer.
- 4) To ensure the minutes of the monthly Sailing Committee meeting and any other special meetings are endorsed by the Chairman of Sail and submitted to the Board.
- 5) Ensure that all duties allocated to the Chairman of Sailing Committee are carried out in an orderly and timely fashion.
- 6) To prepare a report for the Annual Report covering the years activities.

- 7) To prepare a report for the Club magazine on the quarters boating activities.
- 8) To check and sign all Sailing related reports submitted to the Club.
- 9) To liaise with all Sailing Committee members and their relative sub-committees on a regular basis.
- 10) To liaise with Management to ensure that sponsors are appropriately recognised at presentations and events.
- 11) Report back to the Sailing Committee regarding Board decisions relating to Sailing, within 7 days of the Board meeting.
- 12) To liaise with the flags, Management and senior sailing staff of other Sailing Clubs.