

Duty Statement: VICE COMMODORE

1. GENERAL REQUIREMENTS OF THIS POSITION

As part of the Club's Management Committee, the Vice Commodore shares a collective responsibility to undertake the following duties on a volunteer basis.

1. Oversee General Club Management
2. Attend Management Committee Meetings and;
3. Exercise the powers of the Management Committee under the Club's constitution.

These collective responsibilities are detailed in Attachment 1.

1.2 SPECIFIC REQUIREMENTS OF THIS POSITION

In addition, the Vice Commodore carries specific responsibilities with respect to the Club's Sailing Committee. These are;

1. Maintain the Active Sailor's List
2. Chair the Club's Sailing Committee
3. Meet the Operational requirements of the position (as specified in Section 2)
4. Meet the Reporting requirements of the position (as specified in Section 2)

1.3 Legislative Requirements of this position:

As a member of the Management Committee the Vice Commodore must collectively ensure that the club complies with the requirements of the Associations Act (2003).

2. SPECIFIC TASKS ASSOCIATED WITH THIS ROLE

SPECIFIC DUTIES OF THE VICE COMMODORE			
Maintain the Active Sailors list	1	6.5d	Ensure the active sailors list is completed by July 30th each year and is signed by the Vice Commodore
	2	6.5e	Ensure that all subsequent additions to the active sailors list are signed by the Vice Commodore
	3	6.5f	Ensure that the Active Sailors list remains in a conspicuous place on the club premises
Oversee the Sailing Committee	4	18.1	Act as chairperson of the Sailing Committee
	5	18.2	Manage nominations, elections and appointments to the Sailing Committee (18.2 - 18.5)
	6	19.1	Ensuring the safety and running of all club events and sailing activity (excl. Training or Juniors)
	7	n/a	Oversee the preparation for and the execution of the Club's Presentation Night
Operational Involvement	8	19.2	Develop and make available racing rules binding on all members engaged in club racing
	9	30.7	Be prepared to fill the role of chair in the absence of the Commodore at General Meetings
	10	n/a	With the Rear Commodore Training & Juniors and the General Manager, oversee the position of the Sailing Manager
	11	n/a	Actively participate in the recruitment of Sailing Staff as and when required
	12	n/a	Fill in for the Commodore as and when required in an official capacity.
	13	n/a	Serve as one of 3 volunteer signatories on DSC Bank Accounts and authorise payments as required
	14	n/a	Log on to, read and respond (as required) to <u>all</u> e-mails communicated to the Club E-mail address associated with this role on a weekly basis
15	n/a	Participate in occasional meetings on-site with Club Managers and other Committee members	
Reporting Requirements	16	n/a	Report to members at General Meetings on the activities of the Sailing Committee
	17	n/a	Prepare a submission on behalf of the Sailing Committee for the Annual Report
	18	n/a	Report to the Management Committee on the activities of the Sailing Committee

3. CONDITIONS OF APPOINTMENT TO THE POSITION

3.1 Appointment Period

Under the constitution, appointment to this position will be for a period of 2 years and will expire at the AGM to be held in 2019. Should you choose to stand for election for this position you will be eligible to do so under the conditions set forth in the club constitution.

3.2 Appointment Basis

Upon election as the Vice Commodore of the Darwin Sailing Club:

You will be required to perform all duties set out in this duty statement, plus any other duties reasonably associated with your position and/or specifically agreed and minuted by the Management Committee.

You must perform your duties diligently and faithfully, following all lawful requirements of your position.

3.3 Conditions of Appointment

The conditions of your appointment are governed by the Associations Act 2003 and the Constitution of the Club.

The policies and procedures of the club, as varied from time to time, are binding on all members and employees of the Club.

3.4 Time Commitment associated with this Role

It is expected that to fulfil the duties associated with this position a minimum of 5 hrs a week is required and attendance at monthly meetings of the Management Committee for a further 2.5 hours.

3.5 Leave

Leave may be granted by the Management Committee:

- From Standard Meetings for a maximum of 2 consecutive meetings.
- For Extended Leave Periods.

3.6 Resignation

Resignation from the Management Committee may be made by written notification to the Club Secretary. The resignation will be effective upon receipt unless a date is specified in accordance with the constitution.

3.7 Confidentiality

You must not reveal or use, either for your own benefit or anyone else's, any confidential information which you may acquire during your appointment. This obligation will still apply to you after your appointment with The Darwin Sailing Club Inc. has ended.

4. ACKNOWLEDGEMENT & ACCEPTANCE OF THE DUTIES

I hereby agree to perform all duties set out in this duty statement to the standards set forth by the Club's Code of Ethics and Conduct (2016).

I hereby acknowledge that, subject to the conditions specified by the Constitution, my performance may be reviewed by the Management Committee.

Please sign below and return this letter to the Club Secretary if you accept the above terms and conditions.

Signed

Dated

ATTACHEMENT 1

COLLECTIVE RESPONSIBILITIES OF A MANAGEMENT COMMITTEE MEMBER			
KPI	#	Const. Ref.	Requirement
General Club Management	1	16.1.1	General Control of and management of the administration, property and funds of the club
	2	16.1.2	Authority to interpret the constitution on any matter relating to the constitution is silent
	3	16.1.3	Appoint a club archivist who shall be responsible for keeping all club histories and club related records
Attend Meetings of the club	1	17.1.1	Attend meetings at least every calendar month
	2	17.1.2	Attend special meetings of the MC as convened by The Secretary
	3	17.1.4	Decide matters using a majority rules vote with the Chairman having, where required, as casting vote
Exercise the Powers of Management Committee to	1	4.2	To invite any person and up to two other persons to act as the patron and the vice patrons of the Club annually
	2	8	Consider, approve or reject applications for membership in accordance with the Constitution (section 8)
	3	8.2	Post or cause to be posted membership application forms for a period not less than 14 Days
	4	9.1	Ensure that a current register of members is kept on the premises
	5	11.1	Develop and approve annual budgets
	6	11.1	Decide fee structures for annual membership, for approval at the next Club General Meeting
	7	13	Be prepared to act as part of a mediation process in resolving grievances or complaints
	8	13.3	Expel members as per the requirements of the Constitution
	9	15.1	Appoint Members to fill casual vacancies on the Management Committee
	10	16.2.1	Arrange and manage payments made by the club
	11	16.2.2	Borrow funds on behalf of the club
	12	16.2.3	Invest the funds of the club
	13	17.2.1	Delegate authority to sub-committees.
	14	17.2.2	Act as part of a sub-committee as formed by the Management Committee
	15	17.3	Repeal and amend Rules in the interest of the club and within the Constitution
	16	17.4	Ensure that current yearbook represents most current rules
	17	17.5	Act as a group in accepting actions agreed by the Management Committee
	18	17.6	Be prepared to sign-off on resolutions outside committee meetings if so requested
	19	32.1	Appoint any eligible member at any time to fill a casual vacancy on a committee until the next General Meeting
	20	35.1	Provide for alterations to the Constitution to be ratified by member vote as per Section 35
	21	36.1	Provide for a common seal and it's safe custody
	22	37.1	Provide for the safe custody of books, documents, instruments of title and securities of the club