

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

Rear Commodore - Sailing

Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
 - Commodore
 - Vice Commodore
 - 3 x General Board Members
- Board Appointed:
 - Treasurer
 - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
 - Rear Commodore Training
 - Rear Commodore Sailing
- Board Appointed:
 - General Manager
 - Asset Management Officer
 - Governance Officer
 - Hospitality Officer
 - Publicity Officer
 - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

Rear Commodore - Sailing

Purpose of the role	Oversee the development of the annual social and competitive sailing program for the DSC, and the Junior and Youth Development program, in line with the Club's goals and objectives, for Board consideration
Relationships	This position acts as a conduit between the Board, the DSC General Manager and the Sailing Manager to provide members and potential members with the opportunity to build their sailing skills and engagement with the Club through the implementation of social and competitive sailing events. This position requires the incumbent to develop and maintain strong and professional working relationships with Board members, key DSC personnel and peak bodies such as Australian Sailing.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Provide guidance and support for DSC General Manager and the Sailing Manager in the planning, implementation and evaluation of sailing programs and products, and the Junior and Youth Development Program • Chair the Sailing Sub-Committee, ensuring that the Sailing program delivers outcomes consistent with the Club's Mission and Vision, whilst supporting and building membership • Develop and implement a strategy of engagement for new sailors and post-training sailors, aimed to encourage new membership • In conjunction with the Sailing Manager and Hospitality Officer, prepare the annual sailing program of events, catering for both social and competitive events • In conjunction with the Sailing Manager, ensure and report on quality control associated with the delivery of sailing events, including ensuring that the volunteer race management meets required standards, and that the equipment meets minimum standards and requirements • Work with the Publicity Officer in the development of promotional activities and materials to support the sailing program, identifying appropriate media • Work with the Maintenance Manager, Asset Management Officer and Bosun in developing priorities for asset maintenance and replacement in relation to the sailing program • Coordinate volunteers to assist with the delivery of sailing events and the Junior and Youth Development Program • Liaise with Rear Commodore- Training and Hospitality Officer to ensure training and sailing calendars/events are not competing for resources • In conjunction with the Rear Commodore - Training and the General Manager, undertake the performance appraisal of the Sailing Manager • Represent the DSC as the public spokesperson for sailing events and promotions • Resolve any complaints arising from the sailing program • In conjunction with the Club Treasurer, the Sailing Manager and the Club Manager, oversee the development, implementation and management of the Sailing budget • Provide input into the management of assets associated with the sailing program, including boats, dinghy, yard and other infrastructure, and oversee the volunteer working bee program

	<ul style="list-style-type: none"> • Report on the Sailing activities and program and outcomes, to members and the Board • Collate and report on data in relation to sailing program participation and the Junior and Youth Development Program and report as required • Ensure high professional standards are developed and maintained
Reporting	This position is expected to prepare a monthly written report for the Board, in conjunction with the General Manager
Method of appointment	Appointed by the Board for a 2-year term

Preferred skills or requirements	<ul style="list-style-type: none"> • Relevant experience in a leadership role • Understanding of competitive and social sailing standards and events • Understanding of the DSC key objectives goals and desired outcomes • Understanding of governance requirements of leading and chairing a subcommittee in a volunteer environment • Practical knowledge of sailing, including familiarity with all Club fleet • Ochre Card (Working with Children)
Key skills/abilities	<ul style="list-style-type: none"> • Ability to plan, organise and implement a range of sailing events during the sailing season, catering for both social and competitive participants • Ability to prioritise work tasks, meet deadlines, seek guidance when required, but work with minimal supervision • Strong networking skills and effective communication skills • Good understanding of media platforms, including social media, print, radio and television. • Excellent organisational and time management skills and well-developed oral and written communication skills • Strong commitment to continuous improvement and pursuit of innovation • Demonstrated problem solving and analytical skills • Willingness and ability to prepare regular reports
Experience and knowledge	<ul style="list-style-type: none"> •
Personal attributes	<ul style="list-style-type: none"> • Genuine interest in sailing and specifically in junior sailing, and the Darwin Sailing Club • Ability to form effective and respectful relationships with youth