

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:

Vice Commodore

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 have been created. 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.

Vice Commodore

The position:

Purpose of the role	Support the Commodore in providing leadership and guidance to the Board, ensuring that the DSC remains viable and compliant, and deputise for the Commodore as required.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Fill in for the Commodore as required in chairing Board and other meetings, ensuring they are run efficiently and effectively • Regularly focus the Board’s attention on matters of governance and strategic direction that relate to the DSC • Act as a signatory for the Board for all legal and financial purposes • Oversee or lead specific projects in line with Board priorities and directions • Build effective relationships with key and potential stakeholders
General Board tasks and responsibilities	<ul style="list-style-type: none"> • Contribute to the establishment of the DSC’s strategic direction and priorities • Interact with key stakeholders to inform them of achievements and to seek their input into determining strategic goals and direction • Regularly scan the external operating environment to ensure ongoing relevancy of the DSC’s strategic direction and priorities • Monitor the DSC’s operational performance, financial viability and progress against strategic and business plans and budget outcomes • Report back to members and stakeholders • Contribute to the development of the policy and governance frameworks for the DSC • Review, and update as necessary, the DSC’s corporate governance structures, including standards of ethical behaviour and social responsibility • Undertake regular review of Club and Board performance with the aim of continuous improvement, succession planning and continuity • Develop and maintain key relationships between the DSC and its stakeholders, members and other key individuals/organisations • Appoint, induct and contribute to the ongoing development of key Board-appointed positions • Contribute to the setting of targets to evaluate the performance of and reward of the General Manager • Ensure organisational compliance with relevant legislation, regulations, lease conditions and organisational policies and procedures • Provide advice and guidance to the General Manager as required • Contribute to the ongoing performance and viability of the DSC
Method of appointment	Elected for a two-year term at the AGM.

Requirements for the role:

Desired skills or requirements	<ul style="list-style-type: none">• Proven financial and business acumen, ideally in the service or not-for-profit industry• Well-developed communication skills• Proven strategic thinker and ability to convert strategy into actionable outcomes
Key skills/abilities	<ul style="list-style-type: none">• Computer literacy• Willingness and ability to be readily contactable and approached by members and others• Excellent networking skills and ability to develop strong relationships with key stakeholders, including members, government representatives and potential funding bodies
Experience and knowledge	<ul style="list-style-type: none">• Good understanding of governance and Board responsibilities• Detailed knowledge of and ability to interpret DSC constitution• Good understanding of sailing
Personal attributes	<ul style="list-style-type: none">• Genuine interest in sailing and the Darwin Sailing Club• Leadership skills and ability to build rapport and respect, with a diverse range of stakeholders
Commitment	<p>This role is expected to require a time commitment from the incumbent of 10 hours per week, including preparation and on-the-ground, depending on the season. Attendance at the monthly Board meeting is also expected.</p>