

Club Officers					
Albert Sailing Club Committee and Non-Committee Roles and Responsibilities					
March 2024					
Commodore	Vice Commodore	Rear Commodore	Club Captain	Secretary	Treasurer
<a href="#">Duties</a>	<a href="#">Duties</a>	<a href="#">Duties</a>	<a href="#">Duties</a>	<a href="#">Duties</a>	<a href="#">Duties</a>

## Roles and responsibilities

### Commodore

- Manage the affairs of the Club through the Club Committee
- Chair all Club Committee meetings
- Chair of Annual and Special General Meetings
- Represent the Club on official occasions
- Represent the Club at external meetings with key stakeholders
- Oversee media and public relations for the Club
- Enforce the Rules, By-Laws and Policies of the Club

### Vice Commodore

- Oversight of club policies
- Oversight of external maintenance contracts
- Oversight ASC insurance renewals and claims
- Lead building improvements initiatives
- Oversight clubhouse and yard maintenance including with Working Bee coordinator
- Oversight of communications officer
- Chair the Social sub-committee meetings
- Assist the Commodore in their duties
- Act as Commodore in the absence of the Commodore

### Rear Commodore

- Chairs the Sailing Committee meetings
- Manages the sailing program and racing documents, including race results
- Race management
- Duty roster oversight
- Oversight club regatta's and special events
- Oversight of trophies allocations and presentations.

- Act as Commodore in the absence of the Commodore and the Vice-Commodore.

### Club Captain

- Liaison point on sailing matters with club members
- Manage club powerboats
- Ensure maintenance of club equipment including flags and buoys
- Sailing safety
- Inputs on sailing matters to weekly Snippets
- Support the Rear Commodore

### Treasurer

- Maintains all club accounts to an auditable standard
- Arranges payment of invoices
- Bank payments to the club
- Monitor the state of club accounts
- Attends Club Committee meetings
- Presents the annual accounts at the AGM
- Makes recommendations on fees to the AGM

### Secretary

- Is the point of contact for Club mail from outside agencies.
- Sends official correspondence on behalf of the Club
- Manages the register of keys and maintains the club asset register
- Takes and distributes minutes of the Club Committee meetings
- Takes Minutes of the AGM, sends out notices to Club members of the AGM and produces the agenda for the AGM