



TERMS OF REFERENCE

Board of Directors

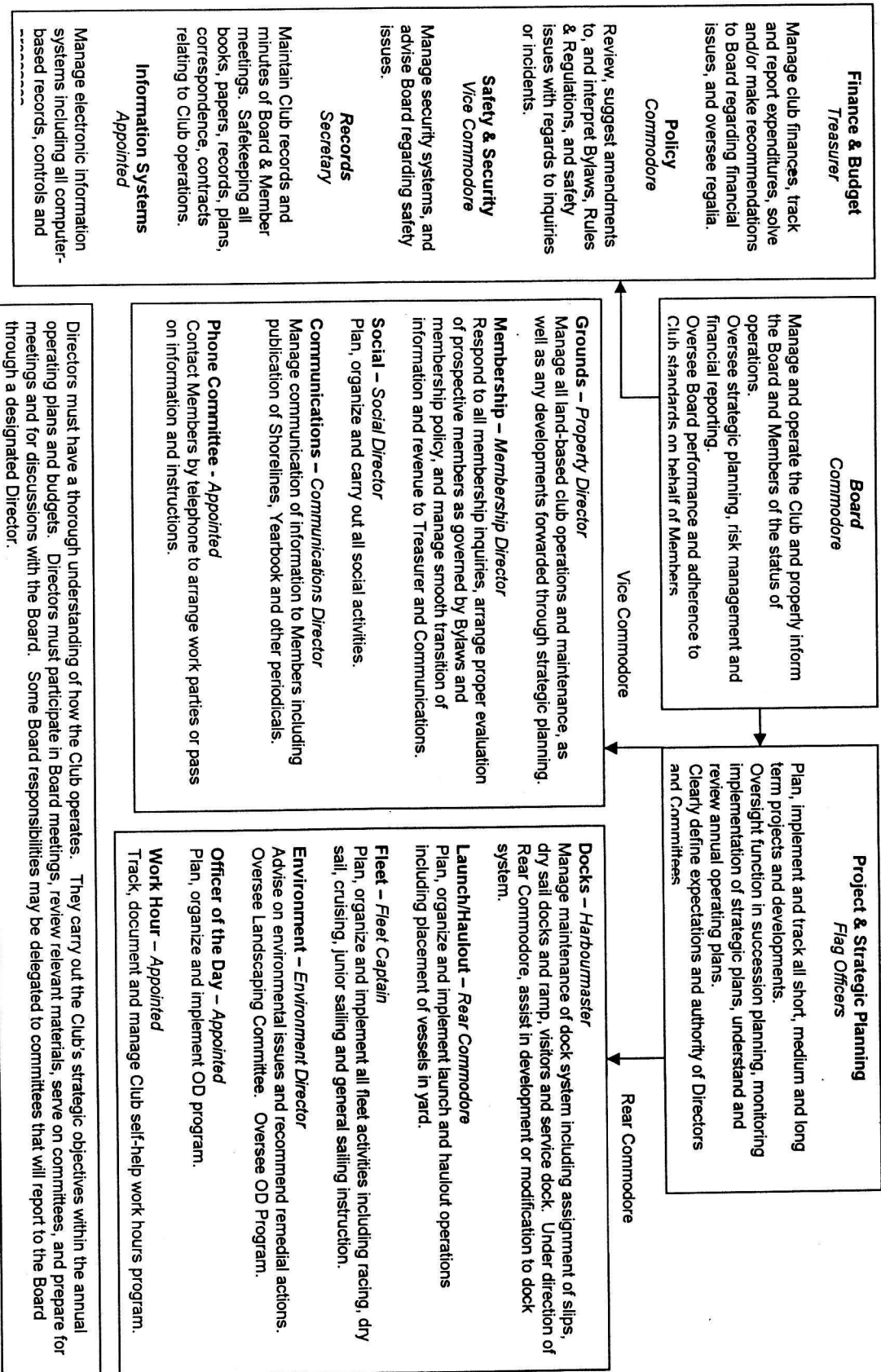
Effective corporate governance requires a clear understanding of the respective roles of the Board and their relationship with others in the corporate structure. The relationship of the Board to Members should be characterized by candor and fairness. The relationship of the Board with the community in which we operate should be characterized by good citizenship and commitment to compliance.

In its oversight function, the basic responsibilities of each Board member are to:

- determine the Club's mission and purpose – responsibility to create and review a statement of mission and purpose that articulates the Club's goals and means;
- provide proper financial oversight – assist the Treasurer in developing the annual budget and ensuring that proper financial controls are in place;
- ensure adequate resources – through implementation and review of financial and long-range planning, oversee and understand the annual operating plans and budget;
- ensure legal and ethical integrity and maintain accountability – act within the law;
- engage an outside auditor – to annually validate the Club's financial statements to ensure they accurately reflect the Club's financial position and results of operations;
- ensure effective organizational planning – actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals;
- plan for succession – identify and update Director responsibilities, and monitor the development and progression of potential candidates against these standards;
- orient new Board members and assess Board performance – the Board has a responsibility through the Nominating Committee to articulate prerequisites for candidates, orient new members and periodically evaluate its own performance;
- enhance the Club's public standing – clearly articulate the Club's mission and goals to the public, and garner the support of and contribute to the community;
- determine, monitor and strengthen the Club's programs and services – determine which programs are consistent with our mission and monitor their effectiveness; and
- support the Board as a team – ensure that the Commodore has the moral and professional support needed to further the goals of the Club.

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FUNCTIONAL ORGANIZATION



Commodore

The Commodore must be a Senior Member and shall, when present, preside at all meetings of the Board and of the Members and shall be charged with the general supervision and management of the affairs and operations of the Club. In addition, when present, the Commodore shall represent the Club, both at Club and inter-club functions. The Commodore shall be the chief Board officer of the Club and shall be ex officio a member of all committees. [Bylaw 9.03]

Specific Duties

- entrusted with the administration of the Club and will preside over all meetings of the Board and the Members (with the exception of the nominating and voting portion of the November General Meeting which is presided over by the Past Commodore)
- enforce all rules and carry out the will of the membership
- ensure Board and Members receive the information necessary to make voting decisions
- overall guidance and direction of Club affairs and operations
- advise Board on significant issues facing the Club
- review significant Club actions and Board plans for resiliency (i.e., risk management, continuity, security, communications)
- strategic planning, risk management and financial reporting in consultation with Flag Officers
- present strategic plans to the Board for review and implementation
- represent the Club at both Club (e.g., Sailpast, Commodore's Ball) and inter-club functions (e.g., Council of Commodores)
- Ex officio member of all Committees
- appoints committee chairpersons
- participate in budget and long range planning activities
- designate directors for special functions such as *ad hoc* committees
- oversee the composition, structure, practices and evaluation of Club committees
- report to the Board and membership on Council of Commodore issues
- provide external agencies and committees with relevant Club information in support of Club interests (e.g., lease, taxes, user fees)
- arrange and provide notice of additional general meetings to address special issues raised by either the Board or members
- receive suggestions, recommendations and complaints from members and ensure these are heard by the Board and acted upon accordingly
- arrange and preside over disciplinary hearings as required
- ensure member compliance with Bylaws as well as Rules and Regulations
- in collaboration with the Board Committee, review Rules and Regulations on at least an annual basis
- in consultation with the Board Committee, appoint a Chief Safety Officer
- ensure that all Club policies (e.g., Safety, Environment, Staff, Liveaboard, Clubhouse) are updated annually and published/posted
- oversee Board performance and adherence to Club standards, bylaws, policies and rules on behalf of the Members
- signing authority for Club expenditures
- approving authority for use of Clubhouse and Club facilities by members and outside organizations for private functions
- initiate annual selection of Founders, Outstanding Member, and Broken Prop Awards and make presentations at the Commodore's Gala
- at the end of term, provide in-coming Commodore with a briefing and summary of all outstanding items (and priorities) to be addressed by the new Board

Vice Commodore

The Vice-Commodore must be a Senior Member and shall assist the Commodore in the performance of his or her duties and, in the absence of the Commodore shall, if present, preside at meetings of the Board or of the Members and shall represent the Club, both at Club and inter-club functions. The Vice-Commodore is responsible for the general supervision, management, use and care of all shore or land-based facilities, equipment, functions, and activities of the Club. [Bylaw 9.04]

Specific Duties

- in the Commodore's absence, represents the Club at Club and inter-Club functions
- assist the Commodore and Rear Commodore in the oversight function (i.e., succession planning, monitoring implementation of strategic plans)
- assist in strategic planning and risk assessment
- understand and review annual operating plans under the mandate of the Vice Commodore
- provide guidance and advice to Property, Membership, Social and Communications Directors
- clearly define the expectations and authority of Directors and Committees under the mandate of the Vice Commodore
- appoint Chair of Telephone Committee
- monitor effectiveness of Telephone Committee
- oversee Clubhouse management and operations, including safety-related equipment (e.g., emergency lights, exit lights, fire extinguishers)
- member of the Staff Selection Committee (Chaired by Property Director)
- regularly reviews Clubhouse policies and procedures
- coordinates all Clubhouse bookings including signing authority on Rental Form, and securing rental and deposit cheques
- arrange for and oversee inspection and maintenance of Clubhouse mechanical and electrical facilities
- oversees entry to Toronto Boat Show in consultation with the Membership Director
- monitors club safety policy and regulations, and provides guidance to the Chief Safety Officer
- manages security systems including authorization/denial of key access and maintenance/repair of the system
- signing authority for Club expenditures
- general responsibility for all shore and land-based facilities, equipment, functions and activities (in consultation with appropriate Directors)
- at the end of term, provide the in-coming Vice Commodore with relevant documents, a briefing on duties and responsibilities, as well as relevant standard operating procedures

Rear-Commodore

The Rear-Commodore must be a Senior Member and shall assist the Commodore in the performance of his or her duties, and, in the absence of the Commodore and Vice-Commodore shall, if present, preside at meetings of the Board or of the Members and shall represent the Club, both at Club and inter-club functions. The Rear-Commodore is responsible for the general supervision, management, use and care of all water or water-based facilities, equipment, functions and activities of the Club. [Bylaw 9.05]

Specific Duties

- assist the Commodore and Vice Commodore in the oversight function (i.e., succession planning, monitoring implementation of strategic plans)
- assist in strategic planning and risk assessment
- understand and review annual operating plans under the mandate of the Rear Commodore
- clearly define the expectations and authority of Directors and Committees under the mandate of the Rear Commodore
- oversee the Harbourmaster, Environment Director, and Fleet Captain
- Chair the Launch/Haulout Committee
- appoint team leaders for launch/haulout, stepping/unstepping
- regularly review all safety procedures relevant to launch/haulout and stepping/unstepping
- ensure that all team leaders are appropriately instructed on safety procedures
- arrange for a member to track and manage work hours (annually) and ensures these are posted regularly
- notify all members of deficiencies in work hours in accordance with the Bylaws
- inform the Treasurer at the end of the fiscal year of any member who has not achieved the required number of work hours
- settle disputes between members and the Harbourmaster regarding dock assignments
- in collaboration with the Harbourmaster and Treasurer, confirm boat measurements
- in collaboration with the Fleet Captain, organize LSYC participation in externally-sponsored water-based events
- in the Commodore and Vice Commodore's absence, represent the Club at Club and inter-club functions
- oversee all dock maintenance and repairs (with assistance of the Dock Committee as required)
- as part of strategic planning and risk assessment, oversee any and all plans for dock system modification or expansion
- ensure that pumpout facilities are inspected and maintained
- assist the Harbourmaster (and Treasurer as necessary) in identifying all vessels that will not be launched or hauled
- respond to any complaints or concerns regarding the security of the docks
- overall responsibility for 'Club Spirit' (LSYC Boat), work barge and any other vessels owned and/or operated by the Club (with assistance of the Harbourmaster and Fleet Captain)
- at the end of term, provide the in-coming Rear Commodore with relevant documents, a briefing on duties and responsibilities, including standard operating procedures

Secretary

The Secretary must be a Senior Member and is responsible for maintaining the Club records and minutes of the meetings of the Board and of the Members and the safekeeping of the Letters Patent and corporate seal [currently held by the Treasurer as the signing authority for Debentures] of the Club and all books, papers, records, correspondence, contracts, plans, and other documents relating to the operation of the Club, other than financial records. In addition, the Secretary shall send out notices of all meetings where required, notify every new Member of his or her acceptance as a Member, furnish the new Member with a copy of this By-laws [this is currently done by Membership as part of the Yearbook provided to all new members], and to generally perform all such duties as may be required of the Secretary by the Board. [Bylaw 9.06]

Specific Duties

- ensure minutes of all Board and membership meetings are available to members (either by posting, file collection, or both)
- prepare a summary of minutes for Shorelines publications
- maintain Club records including books, papers, correspondence, contracts, plans (excluding financial documents)
- take minutes at Board meetings, all meetings of Members, and all special meetings called by the Board or Members (e.g., Disciplinary Hearings)
- safekeeping of the Club seal
- in collaboration with the Communications Director, send out notices of all meetings including agenda items that must be addressed by Members at such meetings (whether using Shorelines or under separate cover)
- ensure that all agenda and action items are addressed at meetings
- issue debentures including preparation of certificate, secure Treasurer signature on certificate, place Club seal on certificate, notify Membership Director of Debenture Number
- maintain debenture database and ensure current copy is provided to auditor
- provide a current voting list for all Member meetings (confirming with the Treasurer and Commodore the eligibility of Members to vote)
- with the assistance of the Membership Director, conduct registration at all member meetings
- responsible for issuing voting cards, including proxied votes, at all member meetings
- refer any disputes over voting rights and obligations to the Commodore and Treasurer
- designate volunteers as scrutineers at member meetings
- ensure that a quorum is achieved for any member meeting at which voting will take place
- collect and distribute Club mail from the post office
- renew post office box on an annual basis
- ensure that all approved changes to Rules & Regulations and Bylaws are forwarded to the Communications Director for inclusion in the annual update of the Yearbook
- at the end of term, hand over all Club records to the in-coming Secretary

Treasurer

The Treasurer must be a Senior Member and is responsible for the maintenance of full and accurate accounts and financial records relating to the Club, its membership and operations, the deposit and disbursement of its moneys, and keeping the Board and Members of the Club advised of the financial affairs of the Club. The Treasurer shall prepare or cause to be prepared annual financial statements of the Club as at the end of each Fiscal Year which shall be audited when and where necessary. [Bylaw 9.07]

Specific Duties

- in consultation with Directors, develop Club operating and capital budgets for Board approval and presentation at the Annual Meeting
- issue and redeem debentures
- chair Long Range Planning Committee as required
- maintain and update Long-Range Plan (annual)
- oversee promotion and sale of Club regalia (appoint member annually)
- manage club finances, including the tracking of actual versus budgeted expenditures
- recommend, to the Board, solutions to financial issues
- budget presentations at Member meetings
- liaison with Club appointed auditor
- Club point-of-contact for tax and lease negotiations *
- Club point-of-contact for Club insurance policy
- file income tax returns
- GST returns
- ensure that bills (e.g., hydro, water, rent) are accurate and paid on time
- signature cards for club signing authorities at bank
- maintain expense claims (reimbursement of expenses only with expense claim and invoice/bill)
- issue annual invoices for fees and dues in accordance with the Bylaws
- collect, as necessary, members' dues and fees receivable
- follow up on all outstanding Member accounts (in writing and verbally) in accordance with the Bylaws and Regulations including posting of delinquent accounts, setting a late payment fee (to be approved by the Board)
- resolve disputes over Member invoices and accounts, presenting issues and arguments to the Board for final resolution (while ensuring protection of any personal information or circumstances that a Member wishes to be held in confidence)
- inform the Board of any change in Member status including resignations and delinquent accounts (i.e., Member not-in-good-standing)
- oversee Club bookkeeping re: invoicing, member accounts, payments of operating expenses
- maintain Club cash reserve balances in liquid/secure investment instruments
- at the end of term, provide the in-coming Treasurer with all Club books, financial reports, external contacts (e.g., auditor, insurance, bank), Club seal, and brief on duties and responsibilities

* NOTE: Mr. Paul Smith was appointed by the Board in 2001 to the Council of Commodores sub-committee for lease negotiations with the City. He accepted this appointment and confirmed (in 2003) his commitment to these negotiations through to completion.

Property Director

The Property Director must be a Senior Member and is responsible for the management of all Club lands, buildings, structures, facilities, and equipment located on all Club Premises save and except for all water-based facilities which will remain within the responsibility of the Rear Commodore or Harbourmaster. [Bylaw 9.08]

Specific Duties

- manage land-based maintenance and operations with the exception of garden plots (Environment Director)
- assist Vice Commodore in security issues relating to grounds
- responsible for interviewing and selecting summer staff (includes writing job descriptions and supervision, maintaining and updating contracts, staff policy and procedures)
- provide Communications Director with current version of staff job descriptions for inclusion in Yearbook
- submit relevant forms and information to WSIB for summer staff coverage
- inform Members, through Shorelines, of staff names and summary of duties
- provide Treasurer and Vice Commodore with report of staff activities and hours on a weekly basis
- ensure that staff assist visitors during the season, including radio contact, docking, assignment of docks and visitor keys
- ensure that staff conduct thorough inspection of grounds, clubhouse and docks on a daily basis
- ensure Club radios are functioning
- ensure that Clubhouse garbage cans are emptied regularly to the bin
- arrange for pick up of garbage dumpster (weekly during season)
- maintain landscaping as it relates to grass areas, grounds (other than garden beds) and keep fence lines free of weeds
- ensure cleanliness of Clubhouse, including washrooms and showers, hallway and kitchen floors, carpets and hardwood floors, on a daily basis during the season and weekly during the off-season
- determine the need for a weekly cleaning service during the off-season
- monitor the efficiency of clean up following Club-sponsored activities (e.g., responsibility of the Social Committee for social events, Darts Committee for Darts League, Fleet for racing events) and non-Club functions (e.g., responsibility of Member who rents facilities)
- procure janitorial supplies including paper towels, toilet paper, garbage bags, cleaning agents, mops, brooms, light bulbs (noting manufacturer specifications for floors)
- responsible for ordering ice and stocking pop machine, collecting funds from both, and submitted funds and accounts to the Treasurer
- general clubhouse maintenance (windows, siding, lighting, HVAC filter cleaning)
- report any abuse of or damage to Clubhouse facilities to the Board and initiate required action
- maintain records, logs and procedures for Clubhouse mechanical equipment (e.g., heating, air conditioning, hot water)
- ensure integrity of compound fencing
- ensure that tools and equipment in Maintenance building are in working order
- keep Maintenance building and Rubber Room clean and orderly (an inventory of equipment and holdings in each should be maintained and updated regularly)
- at the end of term, provide in-coming Property Director with briefing on duties and responsibilities and hand over all relevant documents, standard operating procedures, etc.

Social Director

The Social Director must be a Senior Member and is responsible for the management, administration, and organization of all social events of the Club save and except certain water-based events within the responsibilities of the Fleet Captain which include, but are not limited to races and organized cruises. [Bylaw 9. 09]

Specific Duties

- manage and organize all club social activities (e.g., barbecues, special events, Sailpast, Commodore's Ball, open houses)
- manage and arrange all Social fund-raising events (e.g., auction at Sailpast, 50-50 draws at Friday Night barbecues)
- arrange volunteer help for social activities
- submit time chits for volunteer help
- collaborate with Membership Director for event to welcome new members
- arrange for all goods and services required for social events
- ensure that kitchen facilities and premises are cleaned after every social event, including garbage disposal
- arrange for the cleaning of table cloths and dish towels (currently through volunteer services of Member)
- chair Social Committee
- arrange for morning coffee and lunch services at launch/haulout and stepping/unstepping
- maintain barbecues, including lighters and barbecue utensils
- arrange for Special Occasion Permits when required
- host (MC) Sailpast
- maintain accurate records of expenditures and receivables, for each event, for submission to the Treasurer
- at the end of Term, provide in-coming Social Director with briefing on duties and responsibilities, standard operating procedures, kitchen facilities and equipment, and hand over relevant documents

Harbourmaster

The Harbourmaster must be a Senior Member and is responsible for the operation of all water-based structures, facilities, and equipment of the Club including but not limited to, all docks and wet mooring facilities. The Harbourmaster shall also be responsible for the allocation of all moorings for Members and for visitors and for the placement and storage of vessels in the dockyard and for launch and haul-out procedures. [Bylaw 9.10]

Specific Duties

- as directed by the Rear Commodore, will operate all dock systems including wet mooring slips, dry sail storage (in collaboration with Property Director) and ramps, visitor and service docks
- assist Rear Commodore in launch and haulout, stepping and unstepping activities
- assign mooring in accordance with Bylaws (keep Membership Director informed of dock availability)
- maintain and post dock assignments (must be posted prior to launch) and provide updated list to the Communications Director for inclusion in the Yearbook
- with the assistance of the Rear Commodore, resolve any disputes over mooring (taking unresolved issues to the Board)
- determine which boats will not be launched, hauled and/or stored and inform the Board (with immediate notification to the Rear Commodore and Treasurer)
- liaise with the Membership Director to ensure that all vessels submitted for approval (e.g., new member application or application by existing member for new boat) are within Club's capability to accommodate in terms of mooring and hauling
- maintain sign out board for members (at OD Station)
- liaise with Staff and OD program re: available slips for visitors
- ensure dock safety equipment is in place and functional
- report all dock deficiencies and assist the Rear Commodore in rectifying these (includes dock lights, dock hydro, dock water)
- in collaboration with the Rear Commodore, monitor dock barrels and arrange for pumpout of barrels as required
- arrange for inspection of all dock chains and anchors (generally done on an annual basis using volunteer Members who are qualified divers, and every three years by an external diving company)
- in collaboration with the Rear Commodore, ensure that all dock ladders are removed, cleaned, and securely stored for the winter
- assist the Rear Commodore and Fleet Captain in maintaining and operating 'Club Spirit', the work barge and any other vessel owned and/or operated by the Club
- advise members of deficient docking equipment (e.g., mooring lines, hydro lines and fittings)
- ensure that all visitor fees are collected
- ensure that all visitors, reciprocal and non-reciprocal, comply with Club policy and regulations
- inform the Board of any problems, issues or disputes that arise involving visitors
- at the end of term, provide the in-coming Harbourmaster with a briefing on duties and responsibilities, a current listing of dock assignments, and all relevant documents

Fleet Captain

The Fleet Captain must be a Senior Member who is an owner or co-owner of a boat moored or stored at the Club and is responsible for the general supervision and organization of water-based events involving or open to the Club fleet. [Bylaw 9.11]

Specific Duties

- organize and supervise all water-based events including Club cruises
- oversee Club Race Program (including ratings, rules, protest committee, awards and engraving Race Trophies)
- post all race results and provide Communications Director with weekly results for posting to Club web site
- provide Communications Director with relevant website links for racing, boating safety, other clubs
- liaise with Social Director on Fleet functions requiring use of Social facilities and equipment
- in collaboration with Rear Commodore, organize Club participation in externally-sponsored water-based events
- organize water-based portion of Sailpast and provide instructions to Fleet
- review Club reciprocal policy annually and recommend changes to the Board (should include liaison with other Clubs to ensure consistency and fairness)
- send out Club Reciprocal notices each Spring
- post reciprocals and ensure that reciprocal agreements are available to the Staff and OD
- participate in burgee exchange with other Clubs and pass all such burgees to the Vice Commodore for display in Clubhouse
- arrange for inter-Club fleet activities when feasible
- promote water safety among membership, including Fleet sponsorship of special events (e.g., Safety Day, radio operators courses)
- assist the Rear Commodore and Harbourmaster in maintaining and operating 'Club Spirit', the work barge and any other vessel owned and/or operated by the Club
- when it becomes possible for the Club to initiate member youth sailing, oversee the program
- at the end of term, provide in-coming Fleet Captain with briefing on duties and responsibilities, and hand over relevant documents pertaining to Fleet and Racing

Membership Director

The Membership Director must be a Senior Member and is responsible for the maintenance of records relating to the membership of the Club, the processing of applications for membership in the Club, and the confirmation of compliance with this By-law in connection therewith. [Bylaw 9.12]

Specific Duties

- process all applications for membership in accordance with Bylaws
- maintain standard operating procedures for membership application and approval
- select and chair Membership Committee that conducts applicant tours, interviews, reference checks, and recommend application renewal/denial to the Board
- maintain all member records
- issue keys to new members and inform Vice Commodore of key numbers issues
- ensure that new members are given copies of Year Book (i.e., Rules & Regs, Bylaws, roster)
- replace malfunctioning keys (shared responsibility with Vice Commodore)
- introduce new members (post names, meet and greet)
- monitor Shorelines telephone system for requests for membership information
- consult Harbourmaster for dock assignments for new members
- issue annual membership cards (no later than Sailpast and preferably at launch)
- obtain new membership numbers from the Treasurer
- ensure that member insurance information is current prior to launch (i.e., Club records include copy of insurance policy and waiver form)
- ensure that Directors have current telephone and address information
- in collaboration with Harbourmaster, provide Communications Director with current list of members and dock assignments for inclusion in Club Roster (no later than Sailpast)
- assist the Secretary in registration at member meetings
- conduct tours of the facilities with potential members
- obtain all pertinent information, including photograph of boat, from potential members
- liaise with the Treasurer to ensure that all relevant costs, fees and dues are provided to and collected from new members
- present new member applications to the Board
- present applications for new boats (existing members) to the Board
- ensure that Directors are provided with relevant information on new members (e.g., skills, interest in Committees)
- oversee Club participation in the Toronto Boat Show
- inform Directors of any member changes of personal information (e.g., telephone, address)
- at the end of term, provide in-coming Membership Director with briefing on duties and responsibilities, all member records and files, current member list, membership cards, standard operating procedures, and other relevant membership documents

Environment Director

The Environment Director must be a Senior Member and is responsible for advising the Board and Members from time to time regarding any and all environmental concerns that may come to his or her attention through personal research, observations, or any other means where such environmental concerns are considered to be important to the Club and/or the surrounding environment. [Bylaw 9.13]

Specific Duties

- maintain and enforce Club Environmental Policy (review annually)
- arrange for recycling pickup
- monitor spent oil and anti-freeze storage and disposal (ensure contract in place and copy resides on file)
- advise on environmental issues and recommend remedial actions
- oversee the Officer-of-the-Day Program
- schedule OD duty (normally initiated at launch), post final monthly schedules, post available dates
- ensure that the name of any member who does not participate in scheduled OD duty is given to the Treasurer
- submit monthly OD time records to Member responsible for logging work hours
- consult with Flag Officers, Property Director and Harbourmaster in developing and maintaining the duties and responsibilities of the OD
- regularly review the duties of the OD and coordinate with Property Director to avoid conflict with staff duties
- ensure that OD duties and log, and visitor sign in forms are current and available at the OD Station
- provide environmental awareness information to members including recommending preferred products and techniques for boat maintenance
- liaise with Vice and Rear Commodore regarding boat maintenance activities and review of requests for certain maintenance work (e.g., painting, high pressure cleaning)
- regularly inspect the grounds and facilities for environmental compliance
- inform any Member of non-compliance issues and report to the Board
- maintain spill clean up kits
- oversee Landscape Committee responsible for maintaining all garden plots, including weeding, turning of mulch, planting annuals, pruning and watering
- coordinate the Green Thumb competition for planter boxes and gardens
- at end of term, provide in-coming Environment Director with briefing on duties and responsibilities, relevant documents pertaining to the OD Program, environmental contacts and documents, garden layouts (e.g., drawings and plantings)

Communication Director

The Communication Director must be a Senior Member and is responsible for the general supervision and publication of all Club communications including, but not limited to, the Club newsletter, promotional material, and press releases. [Bylaw 9.14]

Specific Duties

- prepare sections of the Yearbook that change annually (e.g., rosters, dock assignments)
- maintain Club information database
- confirm with the Board any changes to Bylaws, Rules and Regulations, policies
- distribute Yearbook information to members each year (preferably by Launch but no later than Sailpast)
- oversee website including gathering photographs and information from Directors
- gather information, prepare and distribute Shorelines newsletter
- arrange for preparation of promotional materials as required or directed
- provide copies of all communication materials to Secretary for historical document filing
- prepare all press releases (with approval of Board)
- provide Membership Director with Yearbooks and other club information for distribution to prospective and new members
- assist Vice Commodore and Membership Director in organizing and managing participation in Toronto Boat Show
- maintain stock of Club letterhead, envelopes, business cards, Shorelines header page
- update and maintain Club brochures
- check all Club bulletin and display boards to ensure appropriateness and currency of posted materials
- at end of term, provide in-coming Communications Director with briefing on duties and responsibilities, relevant Club documents and files, contacts for stationary supplies and printing

Board Committees

The Board may, from time to time, establish ad hoc committees with such duties and powers as it deems to be in the interests of the Club. A Committee's existence and charge comes directly from the Board. Board committees, when used, will be assigned so as to reinforce the Board and not to interfere with delegation from Flag Officer to Director. Committees shall:

- except as otherwise established in Club Bylaws, be chaired by a Director;
- have committee membership and terms of reference approved by resolution of the Board;
- consider such matters as referred to it by the Board;
- keep records of its activities and recommendations;
- report to the Board at such intervals as required by the Board; and
- speak or act for the Board only when given formal authority for specific and time-limited purposes.

The current committees utilized by the Board on an annual basis:

1. Nominating Committee – Chair, Past Commodore
2. Dock Committee – Chair, Rear Commodore
3. Race Committee – Chair, Fleet Captain
4. Landscape Committee – Chair, Appointed (overseen by Environment Director)
5. Clubhouse Committee – Chair, Vice Commodore (core Committee augmented by additional members as dictated by the current project)
6. Officer of the Day – Chair, Appointed (overseen by Environment Director)
7. Grounds Committee – Chair, Property Director
8. Launch/Haulout Committee – Chair, Rear Commodore (includes stepping/unstopping)
9. Social Committee – Chair, Social Director
10. Membership Committee – Chair, Membership Director
11. Phone Committee – Chair, Appointed (overseen by Vice Commodore)
12. Work Hours Committee – Chair, Appointed (overseen by Rear Commodore)

Committees utilized on an ad hoc basis:

1. Long Range Planning Committee – Chair, Treasurer
2. Safety Committee – Chair, Vice Commodore
3. Policy Committee – Chair, Commodore
4. Boat Show – Chair, Membership Director
5. Security Committee – Chair, Vice Commodore