



GUIDELINES FOR DIRECTORS

Summary of Proposed Duties for Executive (Board) Members from 2022 until amended

Each incoming Commodore shall review these guidelines and eventually update, revise or change the assigned duties of the executives and make a new organizational chart as he/she sees fit.

COMMODORE (Flag Officer)

- He/she presides over the Executive and ensures the club's best interests are upheld at all times.
- Ensures all articles of the constitution are adhered to.
- All by-laws, rules and regulations enforced and expanded or changed/updated as necessary.
- In concert with the Vice Commodore and Treasurer, ensures all financial transactions follow the constitution and executed as approved and directed by the Executives.
- Authority to sign cheques and approve CMO payments.
- Ex-officio member of all committees.
- Liaise with other yacht club commodores on the lake.

VICE COMMODORE (Flag Officer)

- Reports to Commodore and is back up in his/her absence.
- Authority to authorize Office Manager/Treasurer to issue and authorize payments for work or supplies deemed necessary. All cheques and approvals require two executive members approval.
- In charge of Protocol for Commodore's Ball and setting up a committee to organize the function.
- Together with Treasurer, prepare the budget for the next year, send it for review to the Commodore, and present it to the Executives for approval.
- Work with Director of Moorage Infrastructure and committee for expansions, upgrades and renovations of moorage basin, and assist in the development of a 5-year and 10-year capital improvement plan
- Work with Harbour Master and Director of Moorage Infrastructure with difficult placings and assist, if required, as a third line in member complaints
- Directors under the Vice Commodore: Director of the Moorage Basin, Harbour Master, Outdoor Maintenance

REAR COMMODORE (Flag Officer)

- Report to Commodore and is the backup to the Vice Commodore
- Government liaison in matters pertaining to the Society Act.
- Maintenance and updating of constitution and by-laws as applicable, coordinating with Commodore.
- Assist Office Manager with recommendations for hardware and software updates as it pertains to the efficient operation of the office.
- Maintenance of inventories.
- Camera maintenance and software updates.
- Authority to authorize Office Manager/Treasurer to issue cheques and authorize payments for work or supplies deemed necessary.
- Oversees, along with Office Manager, club rental to private parties.
- Directors under the Rear Commodore: Food & Beverage Director and Indoor Maintenance

STAFF CAPTAIN (Flag Officer)

- Reports to Commodore
- In charge of Sail Past
- Organizes all boating activities outside the moorage basin – i.e. Poker Run, Regattas etc.
- Coordinating “INVASIONS” with other clubs i.e.: visiting other clubs by boat or car and having other clubs visiting us.
- Works with Entertainment Director on all major events
- Liaison with other Yacht Clubs on the lake.
- Directors under Staff Captain – Entertainment Director

TREASURER

- Reports to Commodore (Vice Commodore is backup to Treasurer)
- Responsible for overseeing the recording of financial transactions
- Responsible for the presentation of financial statements for monthly and annual meetings
- Oversees budgets of the upcoming year and reports on any overages or shortfalls.
- Prepare the budget for the next year together with Vice Commodore, send it for review to the Commodore and present it to the Flag Officers for approval.
- Works with the office manager, Commodore and financial advisor on the management and investment of WKYC funds.
- Creates and updates the 5-year and 10-year capital improvement plan
- Works with annual audit to ensure financial package is correct and correctly reflects the club’s position.
- Reports on WKYC’s debt load and repayment plan.
- Should have a background in financial management

DIRECTOR OF MOORAGE INFRASTRUCTURE

- Reports to Vice Commodore
- Responsible for Moorage Basin, expansions and renovations
- Liaison with Commodore on major projects.
- Form committee for dock replacement, upgrades and configuration
- Annual maintenance of moorage buoys and suggestions for additional buoys (as allowed by budget)
- Ensures that the bubbler system is functioning.
- Work with the budget committee - budgeting for marina repairs and upgrades and a 5-year and 10-year capital plan
- In conjunction with Harbour Master - Mapping of Marina basin, listing slip numbers, boat sizes and types suitable for each slip (dependent of length and beam)
- Work with Harbour Master to ensure maximum revenue is realized from the basin moorage
- Work with Harbour Master with difficult placings and assist, if required, as a second line in member complaints
- Along with Harbour Master, Responsible for moorage rules
- Work with Director of outdoor Maintenance on basin issues that can be repaired internally
- Oversee safety equipment in the moorage basin
- Review signage requirements in the moorage basin and report to Board any additional requirements
- backup to Harbour Master

HARBOUR MASTER

- Reports to Vice Commodore and works in conjunction with Director of the Moorage Basin
- Assigns all moorage berths in the basin
- Compiles and publishes priority waiting list and move list – updating regularly
- Ensures boats are securely tied in an orderly manner with proper lines, cleats, buoys etc. – advising members of any issues and requesting they correct immediately
- Arranges for the posting of traffic signs within the basin
- Enforces safety regulations within the basin.
- Maintains and updates moorage contract form as necessary.
- Responsible for aesthetics in the basin, on the docks and fingers.
- Responsible for moorage rules

OUTDOOR MAINTENANCE DIRECTOR

- Reports to Vice Commodore
- Backup to Director of Indoor Maintenance
- Organizes work parties as needed.
- In conjunction with Director of Moorage Infrastructure, inspects the moorage facilities, dredging, retaining walls, decks, fencing and exterior building for damage, general repairs and necessary renovations.
- Compiles list outlining priorities and costs (quotes) and submits to Vice Commodore.
- Ensures that the sprinkler system is maintained.
- Schedules and proceeds with work as authorized.
- Responsible for aesthetics outdoors (garbage, flags, lighting, etc.)

INDOOR MAINTENANCE DIRECTOR

- Reports to Rear Commodore
- Backup to Director of Outdoor Maintenance
- Does minor indoor repairs.
- Organizes work parties as needed.
- Maintenance of heating, plumbing and electrical fixtures.
- Inspection of premises for repairs and renovations and priority recommendations for executive approval.
- Submission of costs/quotations.
- Schedules and proceeds with work as authorized.
- Oversees the cleaning of the clubhouse as scheduled, or as needed (supplies etc.).
- In charge of the sound system.
- In charge of safety and security system.

FOOD & BEVERAGE DIRECTOR

- Reports to Rear Commodore
- WKYC Liaison with food service caterer
- Responsible for operation of the bar and bartenders' performance.
- Maintain an audit system to monitor bar supplies, costs and revenues
- Inventory and reordering of alcoholic spirits and bar supplies i.e. mixes, garnishes, etc.
- Maintains list of duties for bartenders
- Bartender replacement if and when necessary.
- Review of bar prices and cost of sales and reports them to the board
- Bar related problems with member conduct or complaints
- In charge of events such as St. Patrick's Day and Grey Cup
- Coordinate with Entertainment Director and Staff Captain on upcoming functions to prepare special drinks and/or decorations around the bar as appropriate for that function, as well as appropriate staffing
- Attend as many functions as possible to enhance member relations and to deal with customer-related problems.
- A background in beverage/food operations a definite asset to this position.

ENTERTAINMENT DIRECTOR

- Reports to Staff Captain
- Plan and schedule major events, in coordination with Staff Captain.
- Coordinates events with Bar Director. Set up committees and volunteers to assist with specific events.
- Arrange purchase of all food and other items needed.
- Oversee proper cleanup.
- Organizing committee members to assist with club decorating, cleanup and member communications for major events.
- Keep detailed information on costs of events, breakeven ticket sales and after the event - a financial breakdown to be provided to Treasurer and Office Manager.

DIRECTOR OF PROMOTIONS & SOCIAL MEDIA

- Reports to Rear Commodore
- Website updates and maintenance, including event pictures and event calendar
- Facebook updates including event pictures and event calendar
- Instagram - set up and updates
- Email blasts for various events in coordination with Bar Director
- Responsible for all aspects of advertising and promotion both internally and externally.
- Responsible for order and distribution of any promotional material as the board may suggest. i.e. pens, key chains, clothing etc.
- Responsible for WKYC apparel purchase, the setting of the retail price, display, and inventory.

PAST COMMODORE

- May act as an advisor to the Executive Board and may carry out such duties and responsibilities as may from time to time be requested by the Commodore.
- Chair the election of Executives at the next AGM.
- Chairman of the nominating committee for the next year.
- Present the current Commodore with his/her flag at the Commodore's Ball.