

HOEOCA COMMITTEE POST - ROLE DESCRIPTION

Vice Commodore

ROLE PURPOSE

To work closely with the Commodore to set a strategic direction for the club, in line with both its original vision and the current wishes of members, and to aid the Commodore in overall organisation and management. To work with fellow committee members to achieve targets and goals set.

DUTIES & RESPONSIBILITIES

1. Stand in for the Commodore, when not available, to chair monthly committee meetings and at all other club activities, both internal and external.
2. Attend all formal meetings of members as far as is reasonably practicable.
3. Support committee member as and when required in their areas of responsibility.
4. Plan, create and agree with the committee, the club diary for the following year including as many club activity dates as practicable.
5. Advertise and collate member's photos for the physical Club Calendar, promote and sell the calendar and manage all monies involved.
6. In conjunction with the Commodore liaise with RYA at local and national level to ensure that any requirements are met.
7. Represent the club externally and act as a spokesperson if required.
8. Monitor and update the club noticeboard – ensure that it is up to date and informative as well as providing a good showcase for the club for potential members.
9. Carry out any other miscellaneous tasks that not covered by other committee members.

GENERAL

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a "Meeter Greeter" at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.