

TERMS OF REFERENCE FOR THE REAR COMMODORE HOUSE OF THE ROYAL SOLENT YACHT CLUB

1. Title

Rear Commodore House

2. Appointment

The Rear Commodore House is one of the four Flag Officers and is elected at Annual General Meetings in accordance with Rule 13 and, unless the Club Members decide otherwise, serves a three-year term and may not serve more than 3 years in any one appointment or nine years in total.

A vacancy arising in the office of Rear Commodore House may be filled by the General Committee until the next AGM.

3. General

The day to day running of the first floor is the responsibility of the Club Steward, Service Manager and Club Chef, through the Secretary. The main function of the Rear Commodore House is to plan future events and not involve him or herself with the management of the first floor on a day-to-day basis.

4. Specific tasks and activities undertaken by the Rear Commodore House

- 4.1 Being a director of the Royal Solent Yacht Club Ltd.
- 4.2 Being an ex-officio member of the General Committee.
- 4.3 Being a member of the Finance and Administration Committee.
- 4.4 Chairing and leading the House Committee and ensuring it has a balanced membership.
- 4.5 Together with other Flag Officers, welcoming visiting clubs and association members as appropriate.
- 4.6 Formulating a diverse and profitable Social Programme through the House Committee and liaising with the Events Manager on matters regarding its execution, keeping the Secretary informed, as appropriate.
- 4.7 Organising any sub-committees, such as a Ball Committee (if appropriate).
- 4.8 Liaising with the Club Chef and Events Manager on menus for specific events.
- 4.9 Taking an interest in the work and welfare of the House Staff in relation to the implementation of the bar and catering policies and delivery of the social programme, supporting the Secretary in exercising his/her line responsibility for the staff.
- 4.10 Overall targets (margins) in respect of Bar and Catering are recommended by the Hon Treasurer to the Finance and Administration Committee and endorsed by the General Committee. Subsequent planning to meet these targets will be conducted jointly by the Hon Treasurer, Rear Commodore House, Secretary, Club Chef, Club Steward and Service Manager.
- 4.11 Acting as a point of contact for members wishing to address specific issues relating to House and relaying these to the Secretary to pass on to the Club Steward, Club Chef and Service Manager.

- 4.12 Advising the General Committee on the ambience, décor and furnishings (including pictures and photographs) within the Club.
- 4.13 Setting the appropriate tone for the various social events held in the Club.
- 4.14 Liaising with others, primarily Rear Commodore (Sailing), to ensure appropriate House support for sailing and other club events
- 4.15 Being responsible through the House Committee for the provision of floral decoration in the Club.
- 4.16 Hearing appeals under the Staff Disciplinary and Grievance Procedures, if required.
- 4.17 Assisting in the selection of his/her successor.

5 Health & Safety

Together with the Secretary and other Flag Officers monitor Health & Safety procedures, including Child Protection, and make appropriate recommendations to the GC.

6 House Committee

Those items for which the House Committee is responsible are listed under the Terms of Reference for that Committee.

7 Reporting

The Rear Commodore House reports to the Commodore and the General Committee. It is considered good practice for the Rear Commodore House to keep the Commodore apprised of all discussions and actions as they occur.

8 Executive Action

Executive actions are conducted through the Secretary.

9 Review of this TOR document

This document should be reviewed every 5 years.

Approved by the GC on 30th April 2021