

## **TERMS OF REFERENCE FOR THE REAR COMMODORE SAILING OF THE ROYAL SOLENT YACHT CLUB**

### **1. Title**

Rear Commodore Sailing

### **2. Appointment**

The Rear Commodore Sailing 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 Sailing may be filled by the General Committee until the next AGM.

### **3. Specific tasks and activities undertaken by the Vice Commodore**

- 3.1 Being a director of the Royal Solent Yacht Club Ltd.
- 3.2 Being an ex-officio member of the General Committee.
- 3.3 Being a member of the Finance and Administration Committee.
- 3.4 Chairing and leading the Sailing Committee.
- 3.5 Together with other Flag Officers, welcoming visiting clubs and association members as appropriate.
- 3.6 Ensuring that the membership of the Sailing Committee represents the various sailing interests.
- 3.7 Organising the sailing programme and race management in conjunction with the Sailing Committee, the Sailing Secretary and the Chief Racing Officer, consulting with the Boatman in the process.
- 3.8 Organising any sub-committees, such as the Regatta Committee and Race Management Committee (if appropriate).
- 3.9 Liaising with the Hon Treasurer and Secretary on the sailing budget prior to submission to the General Committee, and monitoring expenditure with them throughout the year.
- 3.10 Liaising with the Events Manager to ensure appropriate onshore support for smaller sailing events. Liaising as appropriate with Rear Commodore House.
- 3.11 Working with the relevant sub committees and the Secretary to ensure appropriate onshore support for major sailing events, such as the Taittinger Regatta and Folkboat Week. Liaising as appropriate with Rear Commodore House.
- 3.12 Organising and controlling regattas as well as junior sailing, junior regattas, dinghy week and training.
- 3.13 Liaising with the various sailing classes and their captains and the cruising group and its captain.
- 3.14 Sitting on the Yarmouth Harbour Advisory Committee. Liaising with the Harbour regarding events and mutual interests. Encourage co-operation and good relations.
- 3.15 Representing the Club as appropriate at meetings of outside bodies (RYA, SCRA, etc.) in conjunction with the Sailing Secretary.

- 3.16 Liaising on frequent basis with the work and welfare of the Sailing Secretary, and Boatman and any associated assistants in relation to the delivery of the sailing programme in conjunction with the Secretary.
- 3.17 Liaising with the Boatman and Secretary regarding the maintenance of “Grants”.
- 3.18 Liaising with the Boatman and Secretary regarding the maintenance of Club Boats.
- 3.19 Acting as a point of contact for members wishing to raise issues relating to sailing events or the Club’s support of yachting generally.
- 3.20 Hearing appeals under the Staff Disciplinary and Grievance Procedures, if required.
- 3.21 Assisting in the selection of his/her successor.

#### **4 Health & Safety**

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

#### **5 Sailing Committee**

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

#### **6 Reporting**

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

#### **7 Executive Action**

Executive actions are conducted through both the Club Secretary and Sailing Secretary.

#### **8 Review of this TOR document**

This document should be reviewed every 5 years.

*Approved by the GC on 30<sup>th</sup> April 2021*