

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

**1. Title**

Commodore.

**2. Appointment**

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

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

3.1 Being a director of the Royal Solent Yacht Club Ltd.

3.2 Being an ex-officio member and Chair of the General Committee.

3.3 Being a member of the Finance and Administration Committee.

3.4 Chairing meetings of Flag Officers.

3.5 Chairing annual general meetings.

3.6 Supervision of the overall running of the Club.

3.7 Monitoring the implantation of:

- Policy and long-term development plans devolved to the Vice Commodore
- Sailing activities devolved to the Rear Commodore Sailing
- House activities devolved to the Rear Commodore House
- Financial control and budget preparation devolved to the Honorary Treasurer

3.8 Being a signatory for cheques and authorising electronic payments.

3.9 Providing guidance on the ethos of the Club.

3.10 Liaising with the Secretary on the day to day running of the Club

3.11 Liaising with the Club Guardians

3.12 Approving the annual accounts prior to ratification by the General Committee

3.13 Hearing appeals under the Staff Disciplinary and Grievance Procedure

3.14 Together with other Flag Officers, welcoming visiting clubs and association members as appropriate.

3.15 Representing the Club at major events held at the Club and elsewhere.

3.16 Supervising succession planning for flag officers and General Committee members

**5. Responsibility**

The Commodore is responsible to the Membership and the General Committee

**6. Review of this TOR document**

This document should be reviewed every 5 years or earlier if appropriate.

*Approved by the General Committee on 26<sup>th</sup> November 2021*