

TERMS OF REFERENCE FOR THE VICE COMMODORE'S COMMITTEE OF THE ROYAL SOLENT YACHT CLUB

1. Title

Vice Commodore's Committee.

2. Chairperson and Secretary

The Vice Commodore is Chair of the Committee and the Club Secretary is the Committee Secretary.

3. Appointment

The Vice Commodore is one of the four Flag Officers. The Vice Commodore may appoint GC members and individuals of the membership as a whole according to the expertise required to fulfill the tasks and responsibilities required to serve on the Vice Commodore's Committee.

The membership of the Vice Commodore's Committee should take into account the advantages of continuity when the Vice Commodore's term of office is over and a new Vice Commodore is installed.

A vacancy arising on the Vice Commodore's Committee may be filled by another General Committee member or individual from the membership appointed by the Vice Commodore until the next AGM.

The General Committee should ratify all members of the Vice Commodore's Committee.

4. Specific tasks and activities undertaken by the Vice Commodore's Committee

Scrutinising applications for Membership prior to submission for approval by the General Committee pursuant to Rule 20.9.

5. Roles & Responsibilities of the Vice Commodore's Committee

5.1 Club Development Strategy: Initiating future development plans, proposals and priorities. Recommending to the Commodore and General Committee projects, timelines and funding arrangements.

5.2 Marketing Strategy: Developing a marketing strategy aimed at the promotion and retention of membership and the long-term interests of the Club.

- Publications and Media: Including Club magazines and newsletters.
- Services and events for members in liaison with the Rear Commodore House
- Subscriptions for members and the appropriate categories of membership. Regularly review updating member's directory.
- Monitor existing membership recruitment and initiate new ideas for expanding membership.
- Together with Rear Commodore Sailing liaise with the Harbour regarding events and mutual interests. Encourage co-operation and good relations.
- Review applications for membership and make recommendations to the GC.

5.3 Governance: Overseeing the Club Rules and Bye-laws: compliance with existing Rules and Bye-laws; drafting proposed changes for the General Committee.

5.4 Sponsorship: Monitoring the satisfaction of existing sponsors, seeking new sponsors and initiating new ideas for obtaining sponsorship.

6 Communications

Ensuring the Club's communications (including IT systems) meet the needs of the membership taking into account staff and financial costs.

7 Reciprocal Arrangements

Periodically reviewing existing and potential new reciprocal arrangements with other clubs and making recommendations to the General Committee.

8 Maintenance of Club Assets

Monitoring the ongoing maintenance of the Club's external assets including the Club premises, slipway, jetty, flagpoles, boatsheds and Grants in conjunction with the Secretary, and liaising as necessary with Rear Commodore Sailing, Rear Commodore House and the Treasurer. Making appropriate recommendations to the GC regarding capital refurbishments.

9 Health & Safety

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

10 Other

Carrying out any other miscellaneous tasks that are not covered by other committees or Flag Officers.

11 Vice Commodore Committee Meetings

Are normally held monthly. The meeting minutes should also be circulated to the General Committee.

12 Reporting

The Vice Commodore's Committee reports to the General Committee.

13 Executive Action

Executive actions are conducted through the Club Secretary.

14 Review of this TOR document

This document should be reviewed every 5 years.

Approved by the General Committee on 28th May 2021