

TERMS OF REFERENCE FOR THE VICE COMMODORE OF THE ROYAL SOLENT YACHT CLUB

1. Title

Vice Commodore.

2. Appointment

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

3. Specific tasks and activities undertaken by the Vice Commodore

3.1 Deputising for the Commodore in his/her absence.

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

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

3.4 Being a member of the Finance and Administration Committee.

3.5 Chairing and leading the Vice Commodore's Committee.

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

3.7 Being a signatory for cheques and authorising electronic payments.

3.8 Hearing appeals under the Staff Disciplinary and Grievance Procedures, if required.

4 Vice Commodore's Committee

Those items for which the Vice Commodore's Committee is responsible are listed under the Terms of Reference for that Committee.

5. Vice Commodore Committee Meetings

Are normally held monthly.

6. Reporting

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

7. Executive Action

Executive actions are conducted through the Club Secretary.

8. Review of this TOR document

This document should be reviewed every 5 years.

Approved by the General Committee on 28th May 2021