



**BOARD OF DIRECTORS
Duties & Responsibilities
September 2011**

1.0 TITLE: COMMODORE

2.0 SUMMARY

As the Commodore (Cmdre), the incumbent is an Officer of BYC, the Chief Executive Officer of BYC, and is a member of all Committees of BYC (*By-law 8.1*). The Cmdre is responsible for directing the operations of BYC. The Cmdre's Duties and Responsibilities are subject to the BYC By-law, Regulations, Policies and Procedures, priorities and directions as determined by the Board.

3.0 BOARD DUTIES AND RESPONSIBILITIES

3.1 Governance

As an Officer, the incumbent is responsible to:

- (a) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- (b) act honestly and in good faith with a view to the best interests of BYC (*By-law 9.6*);
- (c) discharge a fiduciary responsibility (*By-law 9.6*);
- (d) ensure the confidentiality of information;
- (e) participate in monthly and special Board meetings, prepare for meetings by reading materials, and submitting any motions and supporting materials in accordance with current Board policy and procedures;
- (f) remain current with BYC By-law, Regulations, Policies and Procedures;
- (g) contribute to the formulation of BYC's By-law, Regulations, Policies and Procedures, plans, and programs;
- (h) keep the Board advised on the implementation of BYC priorities;
- (i) facilitate Board decision-making through the provision of timely and accurate research, statistics, reports and expert advice;
- (j) ensure that Board decisions are made and implemented in a timely fashion;
- (k) adhere to Board decisions once taken;
- (l) undertake special projects as agreed upon with the Board;
- (m) work with the Board on the development of strategic direction, short and long-range plans and measurable goals; and
- (n) promote the integration of services and co-operation between the various Board portfolios.

3.2 Administration and Financial Management

As an Officer, the incumbent is responsible to:

- (a) provide input on the development of the annual BYC budget and other financial documents;

- (b) contribute to the formulation, development and submission of funding proposals to various funding bodies;
- (c) recommend financial policies and procedures;
- (d) ensure that all contract responsibilities and obligations are fulfilled; and
- (e) oversee the effective evaluation of all programs.

3.3 Human Resources Management

As an Officer, the incumbent is responsible to:

- (a) provide overall leadership and management to the Club; and
- (b) contribute to the development of Human Resources policies and procedures.

3.4 Community Liaison

As an Officer, the incumbent is responsible to:

- (a) ensure the identification, assessment and review of Club member needs and resources;
- (b) contribute to the public relations strategy to keep the broader community informed about the programs and services offered by BYC;
- (c) aid in member recruitment; and
- (d) represent BYC in external relationships with other clubs, federal, provincial and municipal politicians and agencies.

4.0 PORTFOLIO DUTIES AND RESPONSIBILITIES

4.1 Operations

As Cmdre, the incumbent is responsible to:

- (a) preside when present, as Chair at all meetings of the Board and the members (*By-law 8.1.1*);
- (b) maintain the decorum and efficiency of Board, committee, AGM and SGM meetings;
- (c) ensure long standing relationships with federal, provincial and municipal governments are strengthened and support the operations of the BYC;
- (d) delegate an officer of the board to act in the office of the Cmdre when Cmdre is absent (*By-law 8.1.2*); and
- (e) properly exercise the powers and duties from time to time prescribed by the board or incident to the office of the Cmdre (*By-law 8.1.3*).

4.2 Financial Management

As the Cmdre, the incumbent is responsible to:

- (a) sign all documents requiring the Cmdre's signature (*By-law 8.1.3 and 16.1*); or
- (b) sign, draw, accept, endorse, negotiate, or transfer for the club, cheques, promissory notes, drafts, acceptances, bills of exchange, receipts, and orders for the payment of monies of BYC together with the Honorary Treasurer or delegate. This responsibility may be delegated; (*By-law 17.2*);
- (c) provide input on the development of the annual Cmdre's budget and other financial documents; and

- (d) assist in the negotiation of contracts as needed.

4.3 Human Resources Management

As the Cmdre, the incumbent is responsible to:

- (a) provide direct supervision of the BYC General Manager, staff, and volunteers / members as appropriate; and
- (b) prepare an annual personnel performance evaluation of the General Manager.

4.4 Member Liaison

As the Cmdre, the incumbent is responsible to:

- (a) develop and maintain effective relationships with Club members;
- (b) interpret BYC By-laws, Regulations, Policy and Procedures to Club staff and members; and
- (c) act as a spokesperson for BYC as needed.

4.5 Program / Service Development

As the Cmdre, the incumbent is responsible to:

- (a) oversee the development of programs and services;
- (b) provide policy direction and support, to General manager; and
- (c) ensure implementation and evaluation of programs and services.

4.6 Committees

As the Cmdre, the incumbent is responsible to:

- (a) be a voting ex officio member of all committees of the board (*By-law 8.1.3*);
- (b) ensure the establishment of a Nominating Committee and a Planning Committees;
- (c) recommends, subject to Board appointment, the Chair of the Nominating Committee and the Planning Committee;
- (d) be a member of the Planning Committee (*By-law 12.3.1*);
- (e) provide support, policy direction and advice to committees;
- (f) chair committees as required; and
- (g) report to the Board on the work of committees.

(Approved: BOD 21 Sep 11: Item 4.5)