

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

1.0 TITLE: FLEET CAPTAIN

2.0 SUMMARY

As the Fleet Capt, the incumbent is an Officer of BYC. *(By-law 8)* The Fleet Capt is responsible for conducting the senior sailing programmes of the club. *(By-law 8.5)* The Fleet Capt's Duties and Responsibilities are subject to the BYC By-law, Regulations, and 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, prepares for meetings by reading materials, and submitting any motions and supporting materials in accordance with current Board policy and procedures;
- (f) remains 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 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; and

(c) recommend financial policies and procedures.

3.3 Human Resources Management

As an Officer, the incumbent is responsible to:

(a) provide overall leadership and management to BYC; 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) contributes to the public relations strategy to keep the broader community informed about the programs and services offered by BYC;

(b) aids in member recruitment; and

(c) acts as a spokesperson for BYC as needed.

4.0 PORTFOLIO DUTIES AND RESPONSIBILITIES

4.1 Operations

As the Fleet Capt, the incumbent is responsible to:

(b) write and approve the BYC Sailing Instructions;

(c) assist with the hiring of the Principal Race Officer (PRO);

(d) identify and analyse the risk related to sailing and racing;

(e) develop strategies to ameliorate the risk related to harbour operations;

(f) encourage safe sailing and racing practices;

(g) work towards increasing sailing and racing expertise amongst members and junior sailors;

(h) promote BYC actively as a regatta host;

(i) ensure the seaworthiness of the Bob Ross, other boats and equipment associated with the racing program;

(j) coordinate with the Dir (H&G) and the Dir (Youth);

(k) enhance the Senior Sailing Programme; and

(l) perform the duties prescribed from time to time by the board or incident to the office of the Fleet Capt.

4.2 Financial Management

As the Fleet Capt, the incumbent is responsible to:

(a) sign contracts, documents, or any instruments in writing requiring the signature of an officer, other than banking documents (*By-law 16.1*);

(b) provide input on the development of the annual Harbour budget and other financial documents;

(c) implement the Fleet Budget with the assistance as required, of the Honorary Treasurer and the Club General Manager;

- (d) work closely with the General Manager to manage Fleet Minor Projects;
- (e) liaise with and provide support to the Director (Projects) and General Manager on Fleet Major Projects, as required;
- (f) assist in the negotiation of contracts as needed;
- (g) ensure that all contract responsibilities and obligations are fulfilled; and
- (h) oversee the effective evaluation of programs.

4.3 Human Resources Management

As the Fleet Capt, the incumbent is responsible to provide:

- (a) direct supervision of volunteers/members as appropriate; and
- (b) input to the annual personnel performance evaluation of the General Manager as requested by the Commodore.

4.4 Member Liaison

As the Fleet Capt, the incumbent is responsible to:

- (a) identify, assess, and review Club member needs and resources;
- (b) liaise with regatta organizers to assist with temporary yacht moorings, storage and space for regatta guests to use for camping, etc;
- (c) contribute to the development and implementation of a communications/public relations strategy for this portfolio;
- (d) develop and maintain effective relationships with Club members and in particular the members affected by this portfolio;
- (e) prepare and submit Fleet information articles for publication in the Full & By; and
- (g) interpret BYC By-law, Regulations, Policy and Procedures to Club staff and members.

4.5 Program / Service Development

As the Fleet Capt, the incumbent is responsible to

- (a) oversee the development of programs and services in this portfolio as required;
- (b) provide support, and advice to General Manager; and
- (c) ensure implementation and evaluation of programs and services in portfolio.

4.6 Committees

As the Fleet Capt, the incumbent is responsible to:

- (a) ensure the establishment of the Sailing and Race Committees;
- (b) chair the Sailing Committee;
- (c) provide support, policy direction and advice to committees; and
- (d) report to the Board on the work of committees.

(Approved: BOD 21 Sep 11: Item 4.5)