



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

**1.0 TITLE: REAR COMMODORE (Dir Projects)**

**2.0 SUMMARY**

As the Rear Commodore (RCmdre) of BYC, the incumbent is an Officer of BYC and the Dir (Projects). The Dir (Projects) is responsible for the management, within budgetary limitations, of specific projects recommended by the Planning Committee and approved by the Board of Directors. The RCmdre'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 RCmdre, the incumbent is responsible to:

- (a) exercise all the powers and duties of the Cmdre and VCmdre when the Cmdre and the VCmdre are absent (*By-law 8.3*);
- (b) presents to the Board on behalf of the Planning Committee, Motions for approved projects;
- (c) supports the BYC General Manager in providing specifications, schedules, tendering and negotiating process for project contracts;
- (d) advises the BYC General Manager on project contract language;
- (e) presents motions for project contract approval to the Board;
- (f) monitors contract financial status and schedules ensuring on budget and time performance;
- (g) arranges for the development of appropriate designs or drawings in sufficient detail to enable projects to be completed successfully, for approval by the Board and the Planning Committee (*Reg 2.8.1(a)*);
- (h) develops schedules of activities and milestones including firm start and end dates (*Reg 2.8.1(b)*);
- (i) coordinates the implementation of assigned projects with other Directors and groups to ensure minimum disruption of the Club's operations (*Reg 2.8.1(c)*);
- (j) coordinate and direct the organization of the Club's major work parties (*Reg 2.8.1(d)*);
- (k) arranges for the preparation of requests for proposals, if required (*Reg 2.8.1(e)*);
- (l) makes recommendations to the Board and the Planning Committee in respect of the cost and implementation of approved current and future projects (*Reg 2.8.1(j)*);

- (m) negotiates with successful bidders as necessary (*Reg 2.8.1(f)*);
- (n) supervises the acquisition of materials/equipment required (*Reg 2.8.1(g)*);
- (o) appoints Project Managers (*Reg 2.8.1(h)*);
- (p) supervises and assists Project Managers to ensure the successful completion of projects within assigned budgetary limitations (*Reg 2.8.1(i)*); and
- (q) perform the duties prescribed from time to time by the board or incident to the office of the RCmdre (*By-law 8.3.1*).

#### **4.2 Financial Management**

As the RCmdre, 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 Capital budget and other financial documents;
- (c) implement the Capital Budget with the assistance as required, of the Honorary Treasurer and the Club General Manager;
- (e) liaise with and provide support to the VCmdre and General Manager on Harbour 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 RCmdre, 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 RCmdre, the incumbent is responsible to:

- (a) identify, assess, and review Club member needs and resources;
- (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;
- (e) prepare and submit Project information articles for publication in the Full & By; and
- (g) interpretate BYC By-law, Regulations, Policy and Procedures for Club staff and members;

#### **4.5 Program / Service Development**

As the RCmdre, 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 RCmdre, the incumbent is responsible to:

- (a) ensures the establishment of appropriate committees;
- (b) chairs the committee;
- (c) provides support, policy direction and advice to committees; and
- (d) reports to the Board on the work of committees.

*(Approved: BOD 21 Sep 11: Item 4.5)*