



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

1.0 TITLE: VICE COMMODORE (Harbour Master)

2.0 SUMMARY

As the Vice Commodore (VCmdre) of BYC, the incumbent is an Officer of BYC and the Harbourmaster. The Harbourmaster is responsible for operations of the harbour and grounds immediately surrounding it. This includes matters related to the mooring, handling and storage of boats and the services provided to boat owners and sailors in general. The VCmdre'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 and administrative 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 VCmdre, the incumbent is responsible to:

- (a) exercise all the powers and duties of the Cmdre when the Cmdre is absent; *(By-law 8.2)*
- (b) oversee all matters related to the harbour including but not limited to:
 - (1) long-term and temporary mooring locations;
 - (2) Launch and Haulout;
 - (3) yacht and boat storage both in the yard and in sheds;
 - (4) the gas dock and water services; and
 - (5) the operation of the fixed cranes on the North and South sides of the main channel, and maintenance of the harbour including the harbour walls, the immediate grounds surrounding the harbour, the water control dam in the harbour, electrical services, signage, aids to navigation, floating docks, and safety equipment;
- (c) develop policies and procedures related to harbour operations;
- (d) organize and chair at least two annual boat owners meetings (Spring and Fall) per year;
- (e) liase with the BYC Safety Officer regarding the harbour;
- (f) participate in the planning and implementation of Harbour Major / Capital Projects;
- (g) develop strategic plans for the harbour;
- (h) manage, with the BYC General Manager, comments, complaints and feedback received;
- (i) solve problems, with General Manager and yard staff on issues raised by members via weekly meeting;

- (j) identify and analyse the risk related to harbour operations;
- (k) develop strategies to ameliorate the risk related to harbour operations;
- (l) coordinate with the Dir (H&G) and the Dir (Youth);
- (m) coordinate with the General Manager to maintain and enhance the appearance and operation of the Harbour;
- (n) prepare harbour related project proposals in coordination with the Director of Projects; and
- (o) perform the duties prescribed from time to time by the board or incident to the office of the VCmdre (*By-law 8.2.1*).

4.2 Financial Management

As the VCmdre, 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 Harbour Budget with the assistance as required, of the Honorary Treasurer and the General Manager;
- (d) work closely with the General Manager to manage Harbour Minor Projects;
- (e) liaise with and provide support to the Director (Projects) 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 VCmdre, 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 and harbour staff as requested by the Commodore.

4.4 Member Liaison

As the VCmdre, 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 Harbour information articles for publication in the Full & By.

(f) provide regular communications to the boat owners and the general membership via Full & By, electronic newsletters etc; and

(g) interpret BYC By-law, Regulations, Policy and Procedures to Club staff and members;

4.5 Program / Service Development

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

(a) ensures the establishment of a Harbour Committee and a Harbour Renewal Infrastructure Team;

(b) chairs the Harbour 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)