

The Role of Vice Commodore in Kuring-gai Motor Yacht Club

The Vice Commodore is one of the Club's Flag Officers, with responsibility for the Club's property, Work Health & Safety and staff members.

Key Responsibilities

Leadership and Governance

As a key member of the yacht club's Executive Officers, the Vice Commodore plays a crucial role in governance and administration. They work closely with the Commodore and the Rear Commodore to ensure that the Club's policies, rules, and regulations are upheld. The Vice Commodore often stands in for the Commodore in their absence, presiding over meetings and representing the Club in various capacities.

Staff

The Vice Commodore is responsible for the permanent staff members (currently Member Services & Maintenance Office "MSMO" and Club Secretary). This includes:

- * approving annual leave and other absences,
- * training,
- * annual performance reviews (in conjunction with the Commodore) and
- * salary reviews (in conjunction with the Honorary Treasurer).

**The MSMO is responsible for the casual Waterfront staff members.*

Property

One of the primary responsibilities of the Vice Commodore is to oversee the day-to-day operations of the yacht club in conjunction with the MSMO. This includes the management of club facilities, grounds and assets/equipment, ensuring that they are maintained to high standards and are safe and welcoming for all members. Periodic inspections and coordination with the MSMO are an important aspect of this role.

Work Health and Safety

The Vice Commodore is responsible for ensuring KMYC complies with all its WHS responsibilities. This includes ensuring our Safety Navigator system is kept current with upcoming obligations, safety checks etc.

Insurances

The Vice Commodore, in conjunction with the Honorary Treasurer, is responsible for the annual renewal of KMYC insurances, ensuring the Club is adequately covered in all areas, including but not limited to property, public liability, landlord, Directors liability etc.

Representation

The Vice Commodore may represent the Club when liaising with other organisations and Clubs and when attending other Clubs' Opening Days.

Succession Planning

As part of the Executive team, the Vice Commodore plays a vital role in succession planning. They, along with the Commodore & Rear Commodore, actively identify and recruit new members to the Board and often guide and support new Directors, helping them develop their skills and prepare for future Flag Officer roles. This guidance is essential for maintaining a strong and capable leadership pipeline within the Club and ensuring a smooth transition of leadership. This is especially important as the Flag Officers may not remain in their roles for more than 2 terms/years.

Conclusion

The role of Vice Commodore at KMYC is multifaceted, requiring a blend of leadership, organisational, and interpersonal skills. By supporting the Commodore and staff, project managing, ensuring compliance with WHS regulations and representing the Club's interests, the Vice Commodore plays an integral part in the Club's success. This position is not only about managing day-to-day operations but also about inspiring and engaging members, building a strong sense of community, and ensuring the club's legacy for future generations.