

RGYC Governance 2018

Role Statements for Board Members

As adopted by the RGYC Board on Monday 27 August 2018

Commodore

Board Members are required to comply with the laws and regulations of the Commonwealth of Australia and the State of Victoria. The Victorian, *Associations Incorporation Reform Act 2012* Division 3—Duties of office holders is of great significance to all Board Members.

The **Commodore** must comply with the specific requirements listed in the RGYC Rules.

The **Commodore** will demonstrate the Club's Vision and Values and Ethics.

The **Commodore** will support the ceremonies and traditions of the Club.

The **Commodore's** role includes:

1. Providing effective leadership in formulating the Club Strategic Plan and actively supporting its implementation.
2. Encouraging a proactive approach rather than a reactive one.
3. Representing the views of the Board to RGYC Members and to the public
4. Developing and maintaining strong links with all tiers of government
5. Participating in Commodores' meetings, Yachting Victoria and Australian Sailing events and forums
6. Building relationships between RGYC and other yachting, sporting and community organisations.
7. Ensuring that the Board meets at regular intervals throughout the year and that minutes of the meeting accurately record decisions taken
8. Ensuring that Flag Officers and Ordinary Board Members understand their obligations as directors
9. Guiding the agenda, information flow and conduct of all Board meetings
10. Leading the implementation of the current Strategic Plan and the preparation of the next Strategic Plan.
11. Ensuring that the Board has a strategic focus and provides medium and long term direction
12. Leading the review of the performance of the Board and creating professional learning and discussion opportunities for the Board
13. Liaising with and guiding the General Manager
14. Building a professional partnership between the Board and the staff.
15. Supporting Board Members in their leadership of teams, committees and projects.
16. Assisting Club Members and Board Members to become capable of undertaking Club leadership roles as part of the succession plan
17. Encouraging the implementation of policies and Codes of Conduct adopted by the Board
18. Being part of many RGYC activities and to connect with Members. Deputise other Board Members to assist with these events.
19. Assisting with the development of Festival of Sails, the Wooden Boat Festival and other regattas and events.
20. Ensuring that the Board carries out its fiduciary responsibilities.

21. Being a signatory for banking and other formal / legal processes as required
22. Ensuring that the Board considers and responds to all aspects of risk management across all sectors and activities of the Club.
23. Upholding the highest standards of accountability, creating a club that Members are proud of and one they find welcoming.

RGYC Governance 2018

Role Statements for Board Members

As adopted by the RGYC Board on Monday 27 August 2018

Vice Commodore

Board Members are required to comply with the laws and regulations of the Commonwealth of Australia and the State of Victoria. The Victorian, ***Associations Incorporation Reform Act 2012*** Division 3—Duties of office holders is of great significance to all Board Members.

The **Vice Commodore** must comply with the specific requirements listed in the RGYC rules.

The **Vice Commodore** must demonstrate the Club's vision and values.

The **Vice Commodore** will support the ceremonies and traditions of the Club.

The **Vice Commodore's** role is to:

1. Provide private and public support to the Commodore in all matters as required.
2. Provide strategic and operational support to the General Manager.
3. Be deputy to the Commodore in his absence.
4. Providing effective leadership in formulating the Club Strategic Plan and actively supporting its implementation.
5. Encouraging the implementation of policies and Codes of Conduct adopted by the Board
6. Participate in the Wooden Boat Festival Committee
7. Participate in the Governance Committee.
8. Participate in Sailing and Boating and Finance Committees.
9. Where appropriate, Chair the Festival of Sails Event Organising Committee and provide leadership in ensuring the success of the event.
10. Be a signatory for banking and other formal / legal processes as required.
11. Attend kindred club, industry, Yachting Victoria and Australian Sailing events as required.
12. Attend the many club functions and events to connect to members, guests, staff and external stakeholders.
13. Assist with the development and maintenance of linkages to all tiers of Government.
14. Upholding the highest standards of accountability, creating a club that Members are proud of and one they find welcoming.

RGYC Governance 2018

Role Statements for Board Members

As adopted by the RGYC Board on Monday 27 August 2018

Rear Commodore

Board Members are required to comply with the laws and regulations of the Commonwealth of Australia and the State of Victoria. The Victorian, *Associations Incorporation Reform Act 2012* Division 3—Duties of office holders is of great significance to all Board Members.

The **Rear Commodore** must comply with the specific requirements listed in the RGYC Rules.

The **Rear Commodore** will demonstrate the Club's Vision and Values and Ethics.

The **Rear Commodore** will support the ceremonies and traditions of the Club.

The **Rear Commodore** role includes:

1. Provide private and public support to the Commodore in all matters as required.
2. Be deputy to the Commodore or Vice Commodore in their absence.
3. Participating in formulating the Club Strategic Plan and actively supporting its implementation.
4. Fostering the knowledge and skills and participation of RGYC Members and volunteers.
5. Participating in and coordinating the writing and review of policies and documentation relating to on-water activities across the Club.
6. Keeping up to date with training and qualifications for self and others working in on-water activities across the Club.
7. Communicating with Members and other sailors about sailing and boating matters.
8. Building a professional partnership between the volunteers, sailing Members and the staff, particularly the Sailing Manager.
9. Where appropriate, Chair the Sailing and Boating Committee.
10. Participating in the OTB Working Group, and the Cruising and Power Boating groups
11. Participating in Yachting Victoria/Australian Sailing meetings as required.
12. Working with kindred clubs, other clubs and agencies to share knowledge, skills and resources.
13. Working with the Volunteers Committee and Volunteers policies to assist in the recruitment and retention of Volunteers.
14. Providing /coordinating race management induction sessions for volunteers and staff.
15. Participating in the development of on-water health and safety policies and processes.
16. Consulting with the RGYC organisers (both volunteers and staff) of other regattas and on-water events.
17. Chairman of a National or World championship held at RGYC.
18. In conjunction with staff, participate in the teams that manage and maintain yacht racing infrastructure.
19. Upholding the highest standards of accountability, creating a club that Members are proud of and one they find welcoming.

RGYC Governance 2018

Role Statements for Board Members

As adopted by the RGYC Board on Monday 27 August 2018

Treasurer

Board Members are required to comply with the laws and regulations of the Commonwealth of Australia and the State of Victoria. The Victorian, ***Associations Incorporation Reform Act 2012*** Division 3—Duties of office holders is of great significance to all Board Members.

The **Treasurer** must comply with the specific requirements listed in the RGYC Rules.

The **Treasurer** will demonstrate the Club's Vision and Values and Ethics.

The **Treasurer** will support the ceremonies and traditions of the Club.

The **Treasurer** role includes:

1. Provide private and public support to the Commodore in all matters as required.
2. Provide strategic and operational support to the General Manager particularly in relation to financial matters.
3. Providing effective leadership in formulating the Club Strategic Plan and actively supporting its implementation.
4. Encouraging the implementation of policies and Codes of Conduct adopted by the Board
5. Chairman of the Finance Committee.
6. Working closely with the General Manager and office staff on the annual budget and other significant financial matters.
7. Participation in the development of RGYC budgets for events and Club projects as required.
8. Reporting to the Board and Members on financial matters.
9. Supporting the Festival of Sails Event Committee and provide advice as requested to ensure the financial success of the event.
10. Be a signatory for banking and other formal / legal processes as required.
11. Attending the many club functions and events to connect to members, guests, staff and external stakeholders.
12. Assisting with the development and maintenance of linkages to all tiers of Government.
13. Upholding the highest standards of accountability, creating a club that Members are proud of and one they find welcoming.

RGYC Governance 2018

Role Statements for Board Members

As adopted by the RGYC Board on Monday 27 August 2018

Club Captain

Board Members are required to comply with the laws and regulations of the Commonwealth of Australia and the State of Victoria. The Victorian, *Associations Incorporation Reform Act 2012* Division 3—Duties of office holders is of great significance to all Board Members.

The **Club Captain** must comply with the specific requirements listed in the RGYC Rules.

The **Club Captain** will demonstrate the Club's Vision and Values and Ethics.

The **Club Captain** will support the ceremonies and traditions of the Club.

The **Club Captain** role includes:

1. Provide private and public support to the Commodore in all matters as required.
2. Be deputy to the Commodore, Vice Commodore or Rear Commodore in their absence.
3. Participating in formulating the Club Strategic Plan and actively supporting its implementation.
4. Fostering the knowledge and skills and participation of RGYC Members and volunteers.
5. Mentoring others as part of succession planning.
6. Participating in and coordinating the writing and review of policies and documentation relating to on-water activities across the Club.
7. Keeping up to date with training and qualifications for self and others working in on-water activities across the Club.
8. Communicating with Members and other sailors about sailing and boating matters.
9. Building a professional partnership between the volunteers, sailing Members and the staff, particularly the Sailing Manager.
10. Membership of the Sailing and Boating Committee.
11. Participate in the OTB Working Group, and the Cruising and Power Boating groups
12. Participating in Club Captain meetings and other Yachting Victoria/AS meetings as required.
13. Working with kindred clubs, other clubs and agencies to share knowledge, skills and resources.
14. Working with the Volunteers Committee and Volunteers policies to assist in the recruitment and retention of Volunteers.
15. Providing /coordinating race management induction sessions for volunteers and staff.
16. Participating in the development of on-water health and safety policies and processes.
17. Participating in the Festival of Sails Executive Committee.
18. Consulting with the Festival of Sails PRO and RGYC Staff about on-water matters for the Festival.
19. Consulting with the RGYC organisers (both volunteers and staff) of other regattas and on-water events
20. In conjunction with staff, participate in the teams that manage yacht racing infrastructure.
21. Upholding the highest standards of accountability, creating a club that Members are proud of and one they find welcoming.

RGYC Governance 2018

Role Statements for Board Members

As adopted by the RGYC Board on Monday 27 August 2018

Ordinary Board Members

Board Members are required to comply with the laws and regulations of the Commonwealth of Australia and the State of Victoria. The Victorian, *Associations Incorporation Reform Act 2012* Division 3—Duties of office holders is of great significance to all Board Members.

The **Ordinary Board Members** must comply with the specific requirements listed in the RGYC Rules.

The **Ordinary Board Members** will demonstrate the Club's Vision and Values and Ethics.

The **Ordinary Board Members** will support the ceremonies and traditions of the Club.

The Commodore and the Board will determine specific responsibilities for each Ordinary Board Member.

The **Ordinary Board Member's** role includes:

1. Providing private and public support to the Commodore and Flag Officers in all matters as required.
2. Participating in formulating the Club Strategic Plan and actively supporting its implementation.
3. Fostering the knowledge and skills and participation of RGYC Members and volunteers.
4. Participating in and coordinating the writing and review of policies and documentation across the Club.
5. Keeping up to date with training and qualifications for self and others across the Club.
6. Communicating with Members and others about sailing and boating and social matters.
7. Building a professional partnership between the volunteers, Members and the staff.
8. Chair of one Board Committee.
9. Where appropriate, Chair of a National or World championship held at RGYC.
10. Participating in at least one Board Committee. Eg. Yard and Marina, Finance, Festival of Sails, Wooden Boat Festival, Volunteers, Governance, Workplace Health and Safety
11. Participating in Yachting Victoria/Australian Sailing activities as required.
12. Working with kindred clubs, other clubs and agencies to share knowledge, skills and resources.
13. Working with the Volunteers Committee and Volunteers policies to assist in the recruitment and retention of Volunteers.
14. Participating in recruitment and induction sessions for volunteers and new RGYC Members.
15. Participating in the development of on-water and general health and safety policies and processes.
16. Upholding the highest standards of accountability, creating a club that Members are proud of and one they find welcoming.
17. Consideration and response to all aspects of risk management across all sectors and activities of the Club.