

COMMODORE

- 1 Preside as Chair over all General Meetings of the Club.
- 2 Preside as Chair over all Meetings of the Board of Directors and ensure that all Board members are aware of their duties by distributing the Job Descriptions of Directors before or at the first meeting of the newly elected Board. The Commodore is also responsible to ensure that the Job descriptions are kept up-to-date and archived on the Club website.
- 3 Attend, as an *ex officio* member, meetings of the Planning Committee or such other special committees as may be created from time to time.
- 4 Coordinate the preparation and presentation of the Annual Report of the Club including arranging for the presentation of the report of the Club's Auditors on their annual audit of the books of account (should the Board of Directors consider this to be necessary).
- 5 Recruit the Nominating Committee prior to August 1 each year and keep informed of its success in obtaining a slate of candidates for the following year's Board.
- 6 Act as coordinator and catalyst for all Club activities and projects and provide consulting advice and encouragement to other Board Members and the Members.
- 7 Communicate Club activities, Board decisions, and progress on major Club projects to the Members via the Backwind or by other means as seem appropriate.
- 8 Act as a mediator in disputes and as a problem solver in general.
- 9 Sign disbursements of the Club funds in the absence of the Treasurer.
- 10 Represent the Club at all official functions both within and outside the Club.
- 11 Coordinate the Commodore's Party, the Commodore's Cup Regatta and the Annual Sail-Past with the Social Director and Rear Commodore.
- 12 Prepare a budget with regard to the Commodore's Party, Sail-Past, Backwind, CYA/OSA fees, and other expenses for approval by the Membership at the Spring General meeting (GM).
- 13 Ensure that all incoming messages and other external communications are handled in a timely manner.
- 14 Coordinate the activities of other Members of the Board, the Planning Committee and other committees as necessary.

- 15 Yearly update the Health and Safety Policy required by the Ontario Health and Safety act. Have this posted on the website. (FAQ, Policies Section)
- 16 Yearly update of the Violence prevention and anti-harassment policies required under Ontario Bill 168. Have these posted on the website (FAQ, policies section)

PAST COMMODORE

1. Attend all Meetings of the Board of Directors as a Director-at-Large.
2. Advise and assist the incumbent Commodore if requested to ensure continuity of policy and action.
3. If requested, represent the Club in the absence of both the Commodore and Vice-Commodore.
4. Chair the Nominations Committee.

VICE-COMMODORE

- 1 Attend all Meetings of the Board of Directors and act as Chair in the absence of the Commodore.
- 2 Chair the Facilities Committee comprised of the Bosun, Harbour Master, and House and Grounds, and Rear Commodore to co-ordinate their overlapping responsibilities and activities. The Committee coordinates the work to be done at the Club during the season allocating Members to all required work parties. The Chair will obtain copies of all Membership Application Forms from the Membership Director and allocate Members to the work parties according to the work requirements of the Directors concerned and the Members' stated preferences. Each member is to be sent a copy of the work party list to which he/she is assigned.
- 3 Assume the duties of Commodore when the Commodore is unavailable. Assist the Commodore in the discharge of his/her duties.
- 4 Ensure that the Club's buildings, boats, motors and other assets are covered by insurance against fire theft, third party liability and such other risks as appear prudent and ensure that the Club maintains an insurance policy of liability insurance for Directors. Competitive quotes shall be obtained every 2 (two) years.
- 5 When necessary, to negotiate the lease of the property with the NCC with the assistance of any other member(s) he/she identifies able to offer valuable experience or knowledge and report to the Board on the progress of the negotiations.
- 6 Ensure that the Club By Law and Rules & Regulations are current and in good order and that all Members are made aware of any changes in the By Law and Rules and Regulations.
- 7 Act as Chair of the Planning Committee.

REAR COMMODORE

- 1 Attend all Meetings of the Board of Directors, act as Chair in the absence of the Commodore and Vice-Commodore.
- 2 Serve on the Sailing Committee as Chair and appoint additional Members as required.
- 3 Establish dates for regattas and appoint Regatta Chairpersons and Race Committees well before the event dates.
- 4 Prepare a detailed racing program for both Senior and Junior Members including Club Sailing Instructions.
- 5 Prepare a budget for approval at the spring AGM for equipment needs such as marks, anchors, trophies, engraving, and other items related to the racing program.
- 6 Establish an Adult Training Program if demand warrants.
- 7 Appoint a Member responsible for Junior Training.
- 8 Organize pre-season seminars on Race Management or other topics of interest..
- 9 In cooperation with the Club Scorekeeper, amend class handicaps from time to time as required.
- 10 Arrange for race results to be posted in the Clubhouse and published on the Club Website or by some other suitable means. Maintain adequate records for all races.
- 11 Refer to the Deed of Gift Register and review the methods of awarding Club trophies and awards and amend if necessary. At the end of the season, enter all trophy and award winners in the Deed of Gift Register.
- 12 Purchase trophies and awards and arrange for trophies to be engraved. Prepare a list of award winners for the Annual Banquet.
- 13 Prepare a Race duty roster and ensure that all Members are aware of their duties on Race Committee. This MUST be done in early spring with reference to the stated preferences of Members included in their Application Forms. Also work with the Social Director and Vice-Commodore, as Chair of the Facilities Committee (Bosun, Harbour Master, House and Grounds, Rear Commodore) to co-ordinate the Club activities for the coming season.
- 14 Review, preferably with the sailing Committee, courses, length of races, starting format, criteria for abandoning, shortening, postponing races, and any other matters related to the racing program.

- 15 Ensure that all race related equipment is in good order, including anchors, lines, marks, signal flags, vacuum cleaner, horns, score sheets, pencils, chalk, erasers, protest forms, racing rules, etc.
- 16 Inform the Chair of the Nominating Committee of the fleets and Fleet Captains for the following year.
- 17 Act as final arbitrator on all matters affecting the Club sailing program.
- 18 Coordinate the work of the Sailing Committee to ensure that the sailing program is carried out effectively.
- 19 Keep the Members informed of all sailing events by submitting a monthly column to the Backwind and ensure that the Fleet Captains regularly submit a column to “Backwind” on the activities of their fleets.
- 20 Liaise with the Social Director and Commodore to co-ordinate the sailing program with other Club activities.
- 21 Ensure that the race duty team leaders have access to the resources required. Establish Protest Committees as required.
- 22 Liaise with other clubs, CYA and OSA, as necessary regarding the hosting of championships and other events of interest externally.

SECRETARY

- 1 Attend all Meetings of the Board of Directors.
- 2 Record the Votes/Dissensions and Minutes of all proceedings of the Board of Directors in a book permanently retained for that purpose.
- 3 Distribute the Minutes of all Meetings of the Board of Directors as soon as possible following the Meetings.
- 4 Give Notice of all Board Meetings to all Directors and inform the Commodore if a quorum will not be available.
- 5 Check at least once a week for mail at the Club's postal box, log the mail received, and distribute the mail promptly to the Commodore, if the communication is addressed to the Club, or to the person to whom the communication is addressed.
- 6 Make arrangements for the locations of both the Spring and Fall General Meetings.
- 7 Record the names of all attendees at General Meetings and ensure that a quorum of Senior Members is present before beginning proceedings.
- 8 Record the Votes and Minutes of General Meetings and make them available to Members as required by the Club By-Law.
- 9 Notify all Members in writing of General Meetings at least 10 days prior to the Meeting.
- 10 Prepare a budget for secretarial supplies, postage, photocopying, etc., for approval by the Membership at the Spring General Meeting.
- 11 Maintain a record of the use of Club facilities for meetings or other special events. Refer to the Rules & Regulations for the regulations relating to the rental of Club facilities. Reserve the facilities as requested by various Club Committees or other groups ensuring that they are not booked for more than one concurrent activity, and post such reservations in the Clubhouse where all Members may see it.
- 12 Maintain current the Board of Director's listing for incorporation with the Ontario Gov't

TREASURER

- 1 Attend all Meetings of the Board of Directors.
- 2 Keep full and accurate accounts of all disbursements of the Club, in books belonging to the Club.
- 3 Deposit all monies and other valuable effects in the name and to the credit of the Club.
- 4 Disburse the funds of the Club ensuring that proper receipts are submitted and that the expenditures are duly authorized. Ensure that each Board member with budget responsibilities maintains accurate records of income and expenditures and that budget limits are not exceeded without the approval of the Board of Directors.
- 5 Prepare and present to the Board of Directors, financial reports periodically during the year on actual spending versus budget.
- 6 Consolidate the Board of Directors budgets and prepare a Club budget for Members to review and approve at the Spring General Meeting (GM).
- 7 Prepare and present a financial report each fall for the Annual General Meeting (AGM) on the actual expenditures and income versus the budgeted expenditures and income for the season past.
- 8 All budgets and accounts shall be kept according to good accounting practices and in a form consistent with previous years accounting practices unless changed by the Board of Directors.
- 9 Prepare a budget for treasury supplies for approval by the Membership at the Spring GM.

BOSUN

- 1 Attend all Meetings of the Board of Directors as a Director-at-Large and serve as a member of the Facilities Committee to co-ordinate the activities of the Club with the Harbour Master, House and Grounds, Vice-Commodore and Rear Commodore.
- 2 Prepare a plan and budget for acquisition, and organize and supervise the work to be performed on the powerboats during the season and at the spring opening and fall close-up. Co-ordinate this work with the Vice-Commodore, Harbour Master, House and Grounds, and Rear Commodore.
- 3 Organize small teams of Members prepared to assist throughout the season with the maintenance and management of the Club powerboats.
- 4 Prepare a Work Party maintenance schedule with reference to Member preferences.
- 5 Arrange for the winter storage of the powerboats and their annual overhaul (tune-up and repair).
- 6 Train Members in the care and safe operation of the powerboats and motors.
- 7 Ensure the powerboats are fully equipped at all times with safety equipment and other gear necessary to perform their task in accordance with legal requirements (bailers, lifelines, anchors, paddles, tow lines).
- 8 Ensure all powerboats and motors remain serviceable at all times throughout the season.
- 9 Ensure that arrangements are made for the purchase of gas and oil, that they are properly mixed, and proper accounting is made of expenditures and fuel consumption.
- 10 Ensure that only authorized people use the powerboats and that they are only used for legitimate purposes.
- 11 Ensure that the dollies, moorings, and hoists required for the powerboats are serviceable and, if not, arrange with the Harbour Master for their repair.
- 12 Maintain a watch for damage, vandalism, unsafe operation and carelessness with powerboats and fuel storage facilities (that is, fire/explosion due to smoking, irresponsible power boat operation, boat overloading, etc.) and take necessary corrective action.
- 13 Prepare and present a Report on the Bosun's activities for the season and recommended future action to the fall AGM.
- 14 Ensure that powerboats, motors, fuel tanks, etc., can be properly secured at all times to protect them from theft.

15 Ensure that all powerboats have appropriate licenses.

HARBOUR MASTER

- 1 Attend all Meetings of the Board of Directors as a Director-at-Large and serve as a member of the Facilities Committee to co-ordinate the activities of the Club with the Bosun, House and Grounds, Vice-Commodore, and Rear Commodore.
- 2 Prepare a plan and budget for the acquisition, installation and maintenance of Club-owned docks, moorings and launching equipment (dollies, ramps, hoists).
- 3 Plan, organize and supervise the work of Members to be performed on Club harbour facilities at the Spring and fall work parties and at other times as dictated by water levels to ensure adequate water depths at the docks. Co-ordinate this work with others serving on the Facilities Committee in accordance with the wishes expressed by individual Members on their Membership applications.
- 4 Convene a Harbour Master's sub-committee prepared to assist the Harbour Master in maintaining the Club docks and boat parking facilities.
- 5 Provide advice to Members using moorings. (Note that the responsibility for the adequacy and safety of these moorings is that of the Member using them.)
- 6 Keep all harbour facilities in good order throughout the season including the steel boat ramps.
- 7 Watch for damage, vandalism and unsafe use of the harbour facilities and take corrective action when necessary.
- 8 Assign boat parking in the dry mooring areas and supervise its use.
- 9 Prepare and present a report of the Harbour Master's activities for the season and recommend future action to the fall AGM.
- 10 Ensure that all Members remove their boats and trailers at the end of the season.
- 11 Plan, organize and supervise work parties to maintain the beach and launching areas.
- 12 Ensure that all Club dollies are fit for use and in good repair.

HOUSE & GROUNDS

- 1 Attend all meetings of the Board of Directors as a Director-at-Large and serve as a member of the Facilities Committee to co-ordinate the activities of the Club with the Bosun, Harbour Master, Vice-Commodore and Rear Commodore.
- 2 Attend all Meetings of the Facilities Committee as required.
- 3 Prepare a plan and budget for the improvement, repair and maintenance, and operations of the Club's land and buildings during the season and for the spring opening and fall close-up. Co-ordinate this work with others serving on the Facilities Committee in accordance with the wishes expressed by individual Members on their Membership applications.
- 4 Establish a House and Grounds sub-committee prepared to assist with the maintenance and repairs to the house and grounds and to help ensure that the House and Grounds agenda is carried out.
- 5 Ensure that lands, building and equipment are maintained and fit for use and that they are neat, clean and tidy at all times.
- 6 Employ and supervise the services of a Groundsman to assist in the maintenance of the lands and buildings.
- 7 Watch for damage, vandalism or inappropriate use of Club lands and buildings and take necessary action.
- 8 Assign areas for car parking and ensure proper use of these areas.
- 9 Prepare and present a report on the House & Grounds Director's activities for the season and recommend future action to the Fall AGM.

GROUNDSMAN (attached to Job Description for House & Grounds Director)

- 1 To be supervised by the House & Grounds Director, or, in his absence, the Commodore. No other person has authority to give direction to the Groundsman.
- 2 Submit a record of hours worked each day to the House & Grounds Director every two weeks.
- 3 Responsible (among other things to be determined by the House & Grounds Director)for: lawn cutting, placing garbage at roadside for collection, re-lining all trash cans with plastic garbage bags, ensuring general tidiness of grounds (pick up and burn tree pruning, flotsam and jetsam, pieces of wood, ensure items stored under Clubhouse and ablutions block are

- stacked neatly, rake leaves), ensuring cleanliness and tidiness of ablutions block (including ensuring an adequate supply of paper towels, soap on all occasions, cleaning sinks and toilets, floors, and tidy changing rooms) and Clubhouse (including vacuuming carpets, replacing light bulbs, cleaning sinks, keeping storage room tidy, placing articles in the lost-and-found box) and performing general maintenance wherever and whenever required to maintain high standards of neatness and cleanliness.
- 4 Advising House & Grounds Director of shortages of any supplies and any problems associated with the operation of Clubhouse and ablutions block.
 - 5 Maintaining a security watch and reporting any concerns to the House & Grounds Director or Commodore
 - 6 Carrying out general repairs to club equipment.

MEMBERSHIP

- 1 Attend all Meetings of the Board of Directors as a Director-at-Large.
- 2 Obtain from the Board of Directors, Membership limits, dates of return of Membership renewals, Membership annual fees and initiation fees. This must be completed before December 31st of the season just closed.
- 3 Prepare and send a renewal letter, and Application Form to all existing Members in early February of each year.
- 4 Keep a record of all renewals and monies received.
- 5 Convey to the Treasurer the monies received and a copy of the record of monies received. An initial deposit shall be made no later than March 30th.
- 6 Prepare a Membership list for distribution to the Board of Directors by the end of March and prepare a *Membership Directory* for issue to all club Members prior to Club opening. The *Membership Directory* should contain the name(s) of Members and dependents, the type of Membership(s), home address, phone numbers at work and home, email addresses, boat type(s), sail number(s), and date first joined LDSC.
- 7 Chair the Membership Committee comprised of the Membership Director and any two additional Members in good standing.
- 8 Convene the Membership Committee and ensure that all new Members are interviewed by the Membership Committee to help ensure that new applicants for membership understand both the commitments as well as the benefits we confer on our members. This is a requirement before any new Membership application is accepted and the applicant is confirmed as a Club member.
- 9 Send to new Members the Membership list, duty roster, race schedules, Membership card, safety pamphlets, key to Clubhouse, By Law and Rules & Regulations.
- 10 Post in the Clubhouse the waiting list (if applicable) and Membership Application Forms.
- 11 At the end of March, provide a copy of every returned Membership Application Form to the Vice-Commodore, Chair of the Facilities Committee, the Harbour Master, House and Grounds Director, Bosun, and the Social Director and the Rear Commodore to ensure that Members' stated preferences are accommodated for work party and duty roster obligations. ***Members that do not complete this part of their membership application shall be informed that their application will not be accepted until the section is completed. Members that still refuse to complete the application shall be invited to appear before the Membership Committee to explain why their membership should be renewed. The names of Members who have indicated that they will be returning but have not yet returned their membership application shall also be provided to the Directors.***

- 12 Report Membership statistics to the Board of Directors on a regular basis.
- 13 Prepare a budget for paper, photocopying and other supplies for the Spring AGM.
- 14 Prepare and present a report on the Membership Directors activities for the season and recommended future action to the Fall AGM.
- 15 Ensure detailed information on Member responsibilities and privileges are available for distribution to all Members, especially new and prospective Members.
- 16 Prepare mailing labels to the Backwind Editor when requested.

SOCIAL

- 1 Attend all Board Meetings as a Director-at-Large.
- 2 Plan and execute a schedule of social events with Board approval.
- 3 Prepare a budget for the social program for Approval by the Membership at the Spring GM.
- 4 Ensure that the Backwind Editor is advised of all events in timely fashion.
- 5 Ensure supplies are available in the Clubhouse including, coffee, tea, sugar, creamer, cups, stir sticks, serviettes, hot chocolate, instant soups, and paper towels. Provide a container for Members to pay for supplies used and remove any money collected on a regular basis.
- 6 Provide coffee and snacks for all General Meetings and other meetings as required.
- 7 Plan, organize and make all necessary arrangements for the end of the season Awards Banquet.
- 8 Organize a permanent Social Committee from the member stated preferences on the Membership Application Form. Provide support and assistance to the Social Committee Members responsible for organizing each event, give help with planning and budgeting.
- 9 Assist new Members to become integrated into the Club by whatever means is appropriate such as a New Members BBQ early in the season.
- 10 Ensure that soft drink machine is stocked at all times.
- 11 Prepare, through the Commodore's budget, for the Commodore's Party at the Commodore's Cup and the Sail-Past. Assist in the organization of these activities.

CLUB BOAT CO-ORDINATOR

- 1 Attend all Board Meetings as a Director-at-Large.
- 2 Coordinate all aspects of the Club Boat program.
- 3 At the beginning of every season, identify those Club Boat members with more experience to serve as Club Boat Captains, each responsible for the maintenance of one Club Boat.
- 4 Allocate all Club Boat members into as many teams as there are Club Boats under the direction of the Club Boat Captains.
- 5 Prepare a Maintenance Log Book to allow Club Boat members to record any boat damage, missing parts or other equipment deficiencies.
- 6 Prepare a Sign-Out Log for each Club Boat to ensure that Club Boat members note the date and time when making use of a boat. Impress on all Club Boat members that no boat is to be used until it is properly signed out.
- 7 On Club Opening Day, or any other convenient time, ensure that all Club Boat members are present to prepare the Club Boats for service in the coming season. Reverse this process on Club Closing Day or other convenient time.
- 8 Prepare and maintain a budget for the Club Boats.