

## **ROYAL FOWEY YACHT CLUB**

### **HONORARY POSITIONS: ROLES AND RESPONSIBILITIES**

The following is a broad guide. there are areas where responsibilities overlap or are shared. many activities require co-ordination between different groups.

#### **COMMODORE: RESPONSIBILITIES:**

Chairs management committee; overall responsibility for the running of the club.

#### **VICE COMMODORE: RESPONSIBILITIES:**

Takes over management in the absence of the commodore undertakes specific tasks/responsibilities as required

#### **REAR COMMODORE (SAILING): RESPONSIBILITIES:**

Chairing the sailing sub-committee and alternating as chair of P.O.F.R.O.C. (Port of Fowey Race Organising Committee) together with Fowey Gallants Sailing Club.

Organising Club racing and cruising; administration of sailing events; maintenance of Club sailing assets such as: the race office + equipment; Club tender; Club dinghy, race marks

SUPPORTED BY:

#### **HON SAILING SECRETARY**

#### **REAR COMMODORE (SOCIAL) : RESPONSIBILITIES:**

Chairing the social sub-committee.

The Club's bar and catering provision, all social events and Club marketing.

#### **REAR COMMODORE (HOUSE) :- RESPONSIBILITIES:**

The care of the Club's physical assets (buildings and property) except where assigned to others (eg the sailing sub-committee)

this committee operates through a combination of volunteers and professional tradesmen, under Rear Commodore's direction.

Items of work requiring attention should be reported on the Club's dedicated web address [house@rfyc-fowey.org.uk](mailto:house@rfyc-fowey.org.uk) or by reference to the office

#### **HONORARY TREASURER: RESPONSIBILITIES:**

Management of the club's financial affairs; keeping of the club's financial records; insurance matters

#### **HONORARY SECRETARY: RESPONSIBILITIES:**

General Club administration for areas not specifically assigned elsewhere; employment formalities; club records and correspondence

#### **COMMITTEE OF MANAGEMENT: RESPONSIBILITIES:**

Creating policy and general oversight of the club: meets monthly