



Penarth Yacht Club

Flag Officer Duties

This document provides clear definitions of Flag Officer roles with emphasis on our delivering the best possible service and support to our members and the care of our buildings and property.

The Flag Officers are the primary representatives of Penarth Yacht Club, provide direction on policy, and take decisions in the best interests of the Club when required between General Committee Meetings.

The club is managed by a General Committee elected on an annual basis at the Annual General Meeting. Currently, it comprises Flag Officers and ordinary members. The Flag Officers have the following roles:

Commodore is the principal Flag Officer, sets a direction for the Club and is responsible for the organisation and management of the club. The Commodore chairs the Annual General Meeting and General Committee meetings.

Vice Commodore is second in command, is the Flag Officer responsible for water-based activities of our club and is the first deputy to the Commodore.

Rear Commodore is third in command, is a Flag Officer, responsible for the organisation and management of land-based aspects of our club. The Rear Commodore acts as a second deputy to the Commodore and first deputy to the Vice Commodore.

Flag Officers are elected prior to the Annual General Meeting and announced at the Annual General Meeting. To be eligible for election as a Flag Officer, a candidate must have previously been a member of the Committee for a period of two years, not necessarily immediately prior to election.

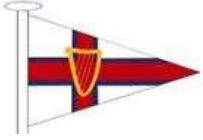
It is generally preferred that a candidate will commence their first Flag Officer role as Rear Commodore and progress through Vice Commodore and Commodore in subsequent years. This allows for experience to be gained in the diverse range of challenges encountered in the roles. A previously serving Flag Officer could appropriately return at any of the previous roles or the next in sequence. This is not an absolute rule, however, to provide flexibility in the event that multiple new Flag Officer vacancies arise in any year.

The Immediate Past Commodore shall be an additional member of the Committee for one year after ceasing to be Commodore, but will not be eligible for election as Vice Commodore or Rear Commodore until they have subsequently been re-elected as a member of the Committee at an Annual General Meeting.

Role responsibilities

Commodore - Flag Officer

- Provides and encourages leadership for all club activities
- Chairs the monthly General Committee meetings
- Provides the casting vote on proposals discussed in General Committee



- Represents the Club at official functions
- Ensures that the Club is run according to its Rules
- Reports to the Club Trustees on a regular basis
- Chairs, and provides a report at the Annual General Meeting

Vice Commodore - Flag Officer

- Attends the Sailing and Rowing Committee meetings and Annual General Meetings
- Represents the Club at official functions in the absence of the Commodore
- Provides and encourages leadership in the Club's water-based activities
- Attends the General Committee meetings providing a report on Flag issues
- Ensure that water-based activities are run according to the Club rules and within the boundaries of our insurances.
- Oversees the production of the water-based activities programmes

Rear Commodore - Flag Officer

- Chairs the House Committee at monthly meetings
- Represents the Club at official functions when both the Commodore and Vice Commodore are absent
- Attends the General Committee meetings providing a report on House issues
- Has overall responsibility for the Club premises, cleaning and decoration
- Acts as the point of contact for use of the Club facilities
- Acts as liaison with the Local Authority and Town Council in relation to Club activities, use of the Highway and any Planning or Listed Buildings matters.

General duties – Flag Officers

- Lead the Club by example, demonstrating the highest standards of integrity and behaviour. Set clear expectations concerning the culture and values of the Club.
- Promotes the activities of the Club both externally and to Club members.
- Provides support and guidance to Members appointed to the General Committee to enable them to carry out their roles.
- Ensuring succession planning to facilitate the smooth running of the Club's affairs.
- Build and maintain good relations and effective communications with the Landlord and adjacent businesses and organisations.



- Ensure appropriate financial controls are in place to protect Members' funds and ensure that the Club financial position is sound.
- Regularly attend Flags meetings (generally weekly or fortnightly) to discuss immediate issues that cannot be left to the next General Committee meeting. Flags meetings may also be attended by the Honorary Treasurer, Secretary, General Manager or Bar Manager.
- Act in the role of 'employer' in applying the PYC Disciplinary and Dismissal Process, approving annual leave, adjustments to working hours and contracts, applications for overtime or TOIL, advertising and interviewing for staff.
- Consider and respond to complaints from staff, members, external organisations and the public.
- Investigate and determine complaints regarding the conduct and behaviour relating to General Committee members. Should the complaint regard the conduct and behaviour of a Flag Officer, inform the Vice Commodore for investigating and determining the complaint.
- Consider and approve expenditure on items under £xxx.
- Ensure that risk assessments are in place for all relevant aspects of club activities (water and land-based). This does not include for bar or restaurant activity risk assessments which are the responsibility of the Bar Manager and General Manager. Flag Officers are empowered to and required to halt any activity found to be underway without a valid risk assessment in place.
- Investigate and report on accidents, incidents and injuries at the club, including RIDDOR reporting when necessary, liaison and complying with the Police, Health and Safety Executive and any other official organisations.

In normal circumstances, decisions require the approval of at least 2 Flag Officers and should be recorded within the minutes of Flags meetings, via email or in writing to provide an auditable record. In exceptional circumstances, decisions can be made by a single Flag Officer when the circumstances require an immediate decision having taken all reasonable steps to contact the other two Flag Officers. If this occurs, the deciding Flag Officer is to communicate the details of the issue and the decision taken to the other two Flag Officers as soon as reasonably practicable after the event.