



## **Penarth Yacht Club**

### **Committee Duties**

This document provides definitions of Committee member roles and responsibilities with emphasis on our delivering the best possible service and support to our Members and the care of our buildings and property. It also provides guidance on the anticipated level of commitment required to adequately perform the various roles.

The Committee are elected by and represent the membership of Penarth Yacht Club; they organise, manage, and take decisions in the best interests of the Club when required.

### **Committee**

The management of the Club is vested in a Committee consisting of the Officers of the Club and eight other Full Members. The Officers of the Club are:-

- President
- Vice-President
- Commodore
- Vice Commodore
- Rear Commodore
- Rowing Captain
- Honorary Secretary of the Sailing Committee
- Honorary Treasurer

The Immediate Past Commodore is an additional member of the Committee for one year after ceasing to be Commodore.

The Committee manage the affairs of the Club in accordance with the Rules of the Club. At the first meeting of the newly constituted Committee in each year they shall elect one of their number to act as Chairperson. The Committee may appoint Sub-Committees with such powers as the Committee may, in their discretion, deem necessary.

Of the eight other members of the Committee, three go out of office at each Annual General Meeting (AGM) and are eligible for re-election (two out of office every third year). The members who retire are those who have been longest in office since their last election, and the vacancies filled at the AGM. In the event of there being additional vacancies, these are also filled at the AGM. Additional roles may be appointed for two or one year depending on the remaining period of appointment of those that they replace.

The Committee has the power to co-opt a Full Member of the Club to fill any vacancy in any office (except that of Rowing Captain or Honorary Secretary of the Sailing Committee) or on the Committee which may occur, but such co-opted member will only hold office until the next AGM.

### **Committee Meetings**



Committee Meetings are typically held on the first Monday after the AGM and subsequently on the third Monday of each month. Committee members are expected to attend at least 75% of the Committee meetings each year and to offer apologies if attendance cannot be made. Occasionally, Special Committee Meetings may be called in addition to monthly Committee meetings.

In addition, Committee members are expected to attend meetings held by any sub-committees that they are nominated for and actively engage in Committee and sub-committee activities.

If a Committee member finds that a change in their circumstances prevent regular attendance and active involvement in Committee and sub-committee activities, they would be expected to offer their resignation from the Committee so that alternative Club members can be co-opted onto the Committee and fulfil the role.

### **Sub-committees**

Sub-committee chairs (except House) and members are nominated and elected at the first Committee meeting following the AGM. Additional members may be co-opted into the sub-committees by the sub-committee chair, except for the Wine sub-committee.

### **Wine**

The Wine sub-committee is the only sub-committee that is mandatory within the Club rules. The purpose of the Wine sub-committee is to deal with the purchase for the Club and supply by the Club of intoxicating liquors.

Ex-officio members of the Committee and members appointed co-opted to the Committee by the Committee are not eligible for membership of the Wine sub-committee.

### **House**

The purpose of the House sub-committee is to maintain the structure and integrity of the clubhouse for the benefit of our Members and in accordance with the requirements of the Lease. In addition, the House sub-committee must obtain the necessary planning and listed buildings consents for any work to be carried out, procure, supervise and manage contractors, plan, execute and supervise internal House projects.

The House sub-committee is chaired by the Rear Commodore.

### **Social**

The purpose of the Social sub-committee is to ensure a coordinated calendar of events and functions for the Club, ensuring a varied range of social events are provided for the members.

### **Planning**

The purpose of the Planning sub-committee is to develop and communicate the strategy for the Club, ensuring solvency and continuity for the long-term.

### **Rowing Club and Sailing Committee**

The Rowing Club and Sailing Committee are sub-committees of the Club, elected from and for the purposes of the Rowing and Sailing sections.

The Rowing Captain and Honorary Secretary of the of the Sailing Committee are elected at the AGM of their respective sections and hold office until the next AGM at which they are eligible for re-election. Elections of individuals to these roles are ratified at the next Club AGM.



## **Role responsibilities**

- To actively engage with and provide support and guidance to the Club Members.
- Attend monthly Committee meetings, Special Committee meetings and sub-committee meetings.
- To be actively engaged with and to participate in Club activities (such as regattas, social events, open days, House improvements and maintenance etc).
- To lead Club initiatives at the Flag Officers' discretion.
- The Committee will work together to ensure that key responsibilities are met such as conduct and safety of Members.
- Welcome and advise potential members on the process for joining. Be prepared to show potential Members around the Club.
- Make welcome new Members following joining, introduce them to others and facilitate their smooth integration into Club activities.
- To represent and to promote the Club to outside bodies, other clubs and to members: to act as a focal point for information and encourage participation in all Club activities and events.
- Ensure that the rules of the Club and affiliated bodies are followed.
- Set an example, demonstrating the highest standards of integrity and behaviour, culture, and values of the Club.
- Promotes the activities of the Club both externally and to Club members.
- Listen to and pass on to the Secretary or Flag Officers, complaints from staff, members, external organisations, and the public.

### Optional activities

- Utilising individual specialist skills that may save the Club from expenditure.
- Assist with Club activities and in exceptional circumstances Members' functions (examples include assisting in the bar and kitchen).

### **Typical time commitment as a Committee member**

Reviewing the monthly sub-committee reports and attending the monthly Committee meeting takes approximately 3 hours per month and sub-committee meetings may average an hour each meeting from weekly to monthly.

However, active participation in Committee and sub-committees, together with support for Club activities can be a significantly greater time commitment. The time that a Committee member will contribute will be a matter for the individual and their circumstances. We would advise a minimum time commitment of 8-10 hours per month as typical for a Committee member who is also a sub-



committee member, rising to 12-15 hours as typical for a chair of a sub-committee, and upwards of 20 hours for a Flag Officer.