



## L Yacht Club: Job Description

<b>Title</b>	Vice Commodore
<b>Job Summary</b>	The vice commodore manages all aspects of LBYC yacht racing, attends and contributes to the monthly Executive Committee meetings.
<b>Responsibilities and duties</b>	<ul style="list-style-type: none"> <li>● Attend monthly executive meetings and present sailing committee report</li> <li>● Stand in for the Commodore as required</li> <li>● Chair the monthly Sailing Committee meetings</li> <li>● Work with Sailing Committee to:             <ul style="list-style-type: none"> <li>○ finalise the calendar and schedule of races for the upcoming season</li> <li>○ review Sailing Instructions and Notice of Race every season</li> <li>○ post all racing documents to the website and forward to the almanac compiler</li> <li>○ run the pre-season Skippers Briefing</li> </ul> </li> <li>● Race marks             <ul style="list-style-type: none"> <li>○ co-ordinate with RPNYC, EBYMBC about available marks</li> <li>○ ensure marks are in correct positions</li> <li>○ purchase race mark equipment as required</li> </ul> </li> <li>● Events:             <ul style="list-style-type: none"> <li>○ publicise major events, including in WhatsOn and the FB group</li> <li>○ organise starting procedures</li> <li>○ check skippers and crew are club members and racing dues for their boat are paid</li> </ul> </li> <li>● Prizegiving:             <ul style="list-style-type: none"> <li>○ organise calculation of results</li> <li>○ plan with House Committee</li> </ul> </li> </ul>

See **Vice Commodore: Role description** for detail of specific actions