

ROLES AND RESPONSIBILITIES OF CLUB FLAG OFFICERS AND EXECUTIVE

The roles and responsibilities of the Club Flag Officers and Executive are as follows and may be updated by the Board at its discretion from time to time to fit with the skills and experience of the individuals.

FLAG OFFICERS

The duties of Flag Officers may be interchanged to suit the skills and the experience of the individual officers. (For example: A Rear Commodore may take on the same chairpersonships when promoted to Vice Commodore, if that best suits the Board's consideration of the Club's requirements and the future responsibilities of that officer.)

Commodore

The duties of Commodore shall include to:

1. Act as chairperson and preside at all meetings of the Club.
2. Take command of the fleet, and invite the Patron to take the salute at the Club's annual Sail Past.
3. Represent the Club in all activities involving other clubs, on and off the bay, and at naval and government affairs and functions, or to delegate another officer if necessary.
4. Attend the clubhouse during all Club functions, or delegate another officer.
5. Attend all Board meetings as chairperson of the Board, and attend any sub-committee meetings, as and when necessary.
6. Delegate the operations of the Club to a responsible Director, and with that Director, ensure that the staffing and performance of the bar and dining room are up to the Club's expectations, and within budget requirements.
7. Ensure the secretary performs their respective duties as detailed, and to the Board's satisfaction.
8. Ensure the business plan and the strategies of the Club are on line, and adhered to from month to month.
9. Ensure all the committees work to expectations, with all chairpersons reporting to the Board as required.
10. Delegate such duties as may be required, to other officers and or members of the Board, as and when necessary.
11. Have an overview of all the Club's operations, the Club budget, be responsible for the Club's performance, and to direct and assist, where necessary, in the duties of the officers of the Club.
12. Receive the budgets from the Treasurer, the standing committees, and sections at the February Board meeting.
13. Chair a special Board meeting, if required, for budget deliberations by the Board of Directors.

Vice Commodore

The duties of the Vice Commodore shall include to:

1. Assist the Commodore in the discharge of the duties of Commodore, and in the Commodore's, or Rear Commodore's absence, to officiate in their stead.

2. Act as chairperson of such standing committee, or committees, as are agreed with the Commodore and approved by the Board, which are pertinent to the Vice Commodore's skills and experience, and to take such other specific duties as they have the capacity to handle successfully.

Rear Commodore

The duties of the Rear Commodore shall include to:

1. Assist the Commodore and Vice Commodore in the discharge of their duties when and where required, and to officiate in their stead when necessary.
2. Act as chairperson of such standing committee, or committees, as are agreed with the Commodore and approved by the Board, which are pertinent to the Rear Commodore's skills and experience, and to take such other specific duties as they have the capacity to handle successfully.

Immediate Past Commodore

The Immediate Past Commodore [for the year immediately following their last year as Commodore], shall stand ready, when invited, to advise, give facts regarding occurrences of which he may have particular knowledge, and generally be available to the Board, [although they are not required to attend Board meetings], as and when required.

OTHER BOARD MEMBERS

The duties of the four Board members will be, to sit on the Board, to observe, consult, and consider the business of the Club; to advise, vote, and where required, act as a standing committee member, or a Board member may, depending on skills, and experience, be required to act as a chairperson of a committee.

EXECUTIVES

The duties of Executives may be interchanged to suit the skills and the experience of the individual Executives. (For example: A Secretary could also take on responsibilities of a Treasurer or a Manager.) However the specific duties of the Executive must be approved by the Board and agreed by the respective Executive in writing for them to become effective.

Additionally, other Board Members may perform the roles of the Executive in an honorary capacity.

Secretary

Duties of Secretary:

The Secretary shall be responsible for the day to day administration of the Club, and recording the business of the Club. The duties of the Secretary shall include the following:

1. To be subject generally to the control and direction of the Board of Directors, through the direct control of the Commodore.
2. To report all facets of the Club's activities, required by law and regulation, to the relevant statutory authorities or government departments such as:
 - a. Election or appointment of new Board Members.
 - b. Retirement of Board Member or Members
 - c. Change of Secretary.
 - d. Audited accounts of the Club and its Sections.
 - e. Renewal of public liability insurance.
 - f. Advice to the Liquor Licensing Division, and the Queensland Office of Gaming Regulation of:
 - g. Election of new Board
 - h. Change of Secretary
 - i. Change of Manager [licensee]
3. Prepare documentation, as required by A.S.I.C., appointing the elected members to the Board of Directors, and for submission to A.S.I.C.
4. To issue notices of all general meetings, together with agenda items, to all financial members.
5. To keep a true record of all meetings, and issue minutes of meetings to the relevant members at the appropriate time.
6. To keep a correct roll of members with addresses and phone numbers and name of vessel.
7. To prepare election nomination forms, ballot papers and associated documentation, in accord with the Constitution and act as Returning Officer, with all the responsibilities that office entails.
8. To officiate at changeover of Commodores, assist with the introduction of new Board Members, and confirmation of re-elected members, assist in confirming the appointment of the Auditor and Solicitor; all at the Annual General Meeting.
9. To issue notices of monthly Board meetings with agenda items, and distribute minutes of the previous meeting by email to Board members at least five [5] days prior to the next meeting.
10. To prepare a report of Club business and activities each month, together with a list of new member applications, plus last month's member approvals for the second reading, for presentation to the monthly Board meeting.
11. To attend all meetings of the Board and the Club with all necessary books, files, and reports.

12. To maintain good communication with the Commodore, and when necessary, with the Flag Officers, advising them of all relevant occurrences and business which has come into the Secretary's domain, and may require immediate attention.
13. To receive all correspondence, and to copy and distribute where applicable; to conduct all correspondence, and present incoming and outgoing copies of correspondence to the next Board meeting.
14. To maintain files of all Club documents and keep in a safe place, maintain backup discs and files of all computer records.
15. To advise Officers, Board members and members of their election to the Board of the Club.
16. To maintain all relevant details of staff members of the Club.
17. To keep records of all yacht races, log events, and aquatic events held by the Club, or in which members of the Club compete.
18. To prepare a report on the activities of the Club during the current year, for submission to the annual general meeting.
19. To coordinate with the manager in ensuring the Club's compliance with all Gaming Commission regulations.
20. To coordinate and cooperate with the manager in all things, and ensure the Club's compliance with all Liquor Licensing Division regulations, and that all records are current. Maintain excellent communication with, and pass on all relevant information to, the manager.
21. To ensure all insurances are in place and are current.
22. Coordinate with manager that fire fighting equipment is current and that staff are trained in fire drill.
23. To ensure the Club is compliant with all work place and safety regulations,- and that accreditation is current.
24. To discharge such other duties, and responsibilities, as are usually carried out by company secretaries.

Treasurer

The duties of Treasurer shall be to maintain the accounts, and accounting procedures of the Club in accordance law and in accordance with AASB 1.

1. To receive all invoices and requests for payment, to check the manager has signed for correct pricing and receipt of the goods or services, and if all is correct, approve for processing.
2. To ensure each and every invoice is sighted and initialled by the Commodore or a Flag Officer, and present all the month's invoices on a spreadsheet of expenditures to the next meeting of the Board.
3. To coordinate with the manager, to ensure that all stock is held in appropriate security, that stocktaking is carried out monthly and accurately for the formation of monthly current account reporting to the Board.
4. To coordinate with the manager in his receipt of all moneys paid to the Club by way of bar trading, functions, sale of merchandise, dining [if no caterer], fees etc, and to receive all moneys from the manager, and make all relevant entries in the Club's books of accounts, or computer records of accounts.
5. To issue to the manager the necessary moneys they require for bar floats, poker machine holdings etc, and keep records of all such holdings, transfers, and receipts.

6. To coordinate with the manager in their handling of the poker machine receipts, and recording and safe keeping of moneys.
7. To ensure that all moneys received are banked in the Club's bank and current accounts.
8. To maintain records of GST and all pertinent records required by the Australian Tax Office. Ensure all returns are lodged on time.
9. To ensure the Club's sections submit their bank account balances, monthly purchases, and monthly receipts, to the Secretary for the monthly meeting of the Board.
10. To maintain records of staff wages, details of holiday pay, sick leave, superannuation, income tax deductions together with the timely payment of deductions to the Australian Taxation Office, and the issue of payment summaries.
11. To prepare an annual set of financial statements, balance sheets, details of assets and liabilities, profit and loss statements to thirtieth of June, and when audited, present these in the Treasurer's report to members, and at the Annual General Meeting. Audited accounts must be presented to A.S.I.C. by their due date.
12. To discharge such other duties as are usually the responsibility of treasurers of companies.
13. To be subject generally to the control and direction of the Board.

Club Manager (or Assistant Manager)

The duties of the Club Manager or Assistant Manager are many and varied, and include:

1. To be subject generally to the control and direction of the Board of Directors, through the direct control of the Commodore or other Director if one Director is responsible for Operations, and to coordinate and cooperate fully with the designated Director in the operations and business of the Club, and to communicate fully with that Director, on all matters to do with the successful operation of the Club.
2. To take control of the One Mile Clubhouse, the equipment, facilities, and the staff.
3. To manage and supervise, and carry out duties in the bar, dining room, and kitchen [if a caterer is not in place], and all aspects of the Club's operations.
4. To arrange the hiring, and, where necessary, the dismissal of the Club's permanent and casual staff.
5. To roster staff to suit the operational requirements of the Club. Ensure staff wear Club uniform as required.
6. To train all staff in their duties, ensuring all staff are competent, holding RSA certificates, and gaming compliance certification, to suit the Club's requirements. To lead from the front in ensuring all staff are efficient, courteous, decisive, and friendly in their dealings with members and guests.
7. To supervise and operate the Club's club house, bars, cold rooms, store rooms, BBQ's, children's play areas, ablution block [ladies and men's], laundry, gaming room, club house, grounds and gardens, club bus, pontoon and moorings, plus kitchen dining room and bistro, [if no caterer is in place], together with all equipment, furniture and services, and the cleanliness thereof.
8. To coordinate with the Club's caterer [or if no caterer, supervise the Club's chef], to ensure the cleanliness, service, range of menus, and quality of food are suitable, and of superior standard.
9. To coordinate and cooperate on functions, parties, weddings etc, to ensure satisfaction for our patrons.

10. To consider the maintenance of the Club's buildings and grounds, through the Commodore, and in coordination with the Building and Grounds Committee.
11. To carry out gaming machine maintenance, balancing floats, clearing of moneys, reporting gaming machine activities in accord with gaming regulations, banking gaming machine receipts, advising and coordinating with the Club Secretary/Treasurer.
12. Compile. and record bar floats, petty cash, receive all moneys paid to the Club by way of bar trading, functions, sale of merchandise, members joining fees, subscriptions, pontoon fees, and provide receipts. [Dining receipts if no caterer].
13. Coordinate with Treasurer:
 - a) To carry out weekly stock checks and monthly stock takes for treasurer's monthly accounts, order replacement supplies, ensure secure storage of stock, allow no overstocking.
 - b) To prepare all moneys received by the Club for banking in the manner required by the Club. Coordinate with the secretary/treasurer.
 - c) To prepare all reports and compile all documents required for the Gaming Regulators, the Licensing Division, and the Club's accounting procedures.
 - d) To ensure all work place and safety regulations and requirements, including fire precautions, are being observed and are current.
 - e) To maintain a booking register for members or visitors requiring a berth at the Club pontoon or moorings, in accord with Club rules, and maintain compliance with such rules in diplomatic manner.
 - f) To maintain friendly and agreeable communication with members, upholding the Club rules quietly, but with authority when required, for the better enjoyment of all facilities, by all members of the Club; to lead the staff by example, and support them when required.
14. Where necessary report fully on any contravention of Club rules and standards by members, or guests of members.
15. To liaise with the police and ambulance services concerning the use of the Club grounds and pontoon.
16. To consider, suggest, promote the Club's activities, functions, fund raising, or any such matters which may have a beneficial effect on the Club, its members, and the Club's trading.
17. To perform all duties and carry out all operations, required of and expected of, a club manager.
18. To consider, suggest and promote the Club's activities, functions, fund raising, or any such matters which may have a beneficial effect on the Club, its members, and the Club's trading.
19. To prepare a monthly report of the Club's activities and relevant events, occurrences, suggestions, future requirements etc., for presentation to the monthly Board meetings.
20. To ensure that the Club Burgee is always at the masthead, and also that the British Blue Ensign Defaced, is raised to the jack staff each morning at or soon after 8 am and lowered from the jack staff at sunset each evening.