Dundee Sailing Club

Role Title: **Vice Commodore**

Communication with: **All club members, Committee and external bodies as required**

Role Purpose:

To support and perform duties of Commodore as required

Key Duties:

- ***Point of contact, along with Commodore, for general club policy, event issues and complaints from members, public and external bodies.***
- To prepare and communicate sailing and events programme
- Assist in the management of weekly sailing activities and ad hoc events
- Give guidance and support to committee members and role holders in delivering on their duties
- Assist the Commodore as and when required/ requested to do so.
- Stand in for the Commodore and represent him/her at club events or external events that he/she is unable to attend.
- Chair DSC Executive committee meetings when the Commodore is unable to attend.
- Sit on the Executive committee, and ex-officio member of all sub-committees.
- Together with the Commodore ensure all sailing is run according to the Sailing Rules.

Skills Required:

Good organisational, communication and leadership skills

Time Commitment:

Estimated 1-2 hours per week, probably more like 3 if on several sub-committees