

Commodore

Department:	Board	Reports To:	Board of Directors
Location:	Office	Direct Reports:	N/A
Salary Range:	N/A	Position Type:	Volunteer

Position Summary

The Commodore provides strategic leadership, ensures adherence to the club’s mission and bylaws, presides over meetings and events, and represents the club in the broader boating and sailing community.

Key Responsibilities

Club Leadership & Coordination

- Serve as the primary leader and representative of the club;
- Preside over membership and board meetings;
- Coordinate the efforts of flag officers, committee chairs, and volunteers;
- Promote a positive, cooperative, and volunteer-driven culture;
- Lead by example and actively be involved in and promote SYC events, races and cruises and encourage other social and senior members to participate;
- Chair all Board meetings in alignment with SYC governance and strategic priorities;
- Convene and preside over meetings of the Executive Committee to review and approve emergency funding requests;
- Participate in the annual strategic planning process and the annual budgeting process including development of budget for area of responsibility; and
- Assist in the selection of a successor for the Commodore role and provide incoming Rear-Commodore with relevant transition information to assist with following year’s activities.

Operational Oversight

- Ensure club events, races, cruises, and social functions are organized and staffed;
- Help recruit volunteers for events, maintenance days, and committees;
- Monitor club facilities, docks, and equipment, coordinating maintenance as needed; and
- Work closely with the Treasurer to oversee budgets and major expenses;

Member Engagement & Retention

- Welcome new members and encourage involvement;
- Maintain open communication with members regarding activities and club needs;
- Address concerns promptly and fairly; and
- Encourage shared responsibility among members to sustain club operations.

Event & Program Support

- Provide oversight and hands-on assistance for regattas, raft-ups, cruises, and social gatherings;

- Support sailing education and safe boating initiatives; and
- Encourage participation across all levels of experience.

External Representation

- Represent the club at inter-club events and local boating functions; and
- Maintain good relationships with marina operators, harbor authorities, and community partners.

Authority

- Acts on behalf of the membership within the limits of the bylaws; and
- May appoint ad hoc committees or volunteers as needed, subject to board agreement.

Qualifications

- Possess a clear understanding of Summerland Yacht Club’s policies, bylaws, and rules as well as those for non-profit organizations;
- Member in good standing;
- Willingness to actively volunteer and lead by example;
- Strong organizational and interpersonal skills;
- Ability to motivate and coordinate fellow volunteers;
- Adaptable, resourceful, and agile in dealing with confidential situations;
- Approachable and collaborative leadership style;
- Practical problem-solving ability;
- Dependable and responsive;
- Comfortable delegating while remaining involved; and
- Enthusiastic about building community.

Work Environment & Schedule

- Primarily office-based within the clubhouse;
- Interaction with club members, board members, and staff is routine;
- Attend:
 - Board meetings (1/month);
 - First Mates Social Planners meetings (1/month); and
 - Social functions (1/month)

Version Number	Date	Modified By	Changes Made	Status (Approved, In Review, Finalized)
1.0	12-Feb-2026	Joanne Sproule	Creation	In Review
1.0	17-Feb-2026			Finalized