

Rear Commodore

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

Position Summary

The Rear Commodore is responsible for liaising with the First Mates Social Planners, Human Resources, and ensuring balanced membership. They are the also Third ranking flag officer and play a crucial role in managing club operations and ensuring a positive experience for members.

Key Responsibilities

General Responsibilities

- Assist the Commodore and Vice Commodore in the discharge of their duties;
- Act in the Commodore’s and/or Vice Commodore’s stead in their absence;
- Assist the Commodore and Vice Commodore with the management of the club as outlined in the Bylaws;
- Uphold the Code of Conduct of Board members as set out in the Bylaws;
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike;
- Responsible for assisting with planning, organizing, and overseeing social events and off-water activities at the clubhouse, including hosting and supporting club parties and gatherings;
- Attend Flag Officers Meetings to discuss club matters;
- Monitor Rear Commodore emails and address issues as they arise;
- Actively be involved in and promote SYC events, races and cruises and encourage other social and senior members to participate;
- Attend all Board meetings, and any other meetings called at SYC as required to fulfill responsibilities of the position;
- Participate in the annual strategic planning process and the annual budgeting process including development of budget for area of responsibility;
- Carry out such other duties as the Commodore and Vice Commodore may delegate from time to time; and
- Assist in the selection of a successor for the Rear Commodore role and provide incoming Rear-Commodore with relevant transition information to assist with following year’s activities.

First Mate Social Planners (FMSP)

- Attend and participate in FMSP monthly meetings;
- Collaborate with FMSP to plan, organize and execute social functions and attend as appropriate to increase volunteer participation; and
- Provide input and understanding of FMSP budget.

Human Resources

- Serve as the liaison between the Board and HR.

Qualifications

- Possess a clear understanding of Summerland Yacht Club's policies, bylaws, and rules as well as those for non-profit organizations;
- Event planning skills;
- Excellent interpersonal and social skills; and
- Adaptable, resourceful, and agile in dealing with confidential situations.

Work Environment & Schedule

- Primarily office-based within the clubhouse;
- Interaction with club members, leadership, staff, and outside vendors 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	1-Feb-2026	Joanne Sproule	Creation	In Review
1.1	2-Feb-2026	Joanne Sproule	<ul style="list-style-type: none"> • Replaced “Social/off-water support roles;” with “Responsible for assisting with planning, organizing, and overseeing social events and off-water activities at the clubhouse, including hosting and supporting club parties and gatherings”; and • Added Footnote with page numbering, version control and date. 	Finalized