

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

### Commodore

#### Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

#### DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
  - Commodore
  - Vice Commodore
  - 3 x General Board Members
- Board Appointed:
  - Treasurer
  - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

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The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
  - Rear Commodore Training
  - Rear Commodore Sailing
- Board Appointed:
  - General Manager
  - Asset Management Officer
  - Governance Officer
  - Hospitality Officer
  - Publicity Officer
  - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

## Commodore

### The position:

Purpose of the role	Provide leadership and guidance to the Board, ensuring that the DSC remains compliant and viable in the long term, and act as the spokesperson for the Club, maintaining key relationships both within and external to the DSC
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> <li>• Chair Board and other meetings ensuring they are run efficiently and effectively</li> <li>• Act as a signatory for the Board for all legal and financial purposes</li> <li>• Regularly focus the Board's attention on matters of governance and strategic direction that relate to the DSC</li> <li>• Act as a spokesperson for the DSC, and build effective relationships with key and potential stakeholders</li> <li>• Mentor and support Board members, future Board members and senior DSC staff</li> </ul>
General Board tasks and responsibilities	<ul style="list-style-type: none"> <li>• Contribute to the establishment of the DSC's strategic direction and priorities</li> <li>• Interact with key stakeholders to inform them of achievements and to seek their input into determining strategic goals and direction</li> <li>• Regularly scan the external operating environment to ensure ongoing relevancy of the DSC's strategic direction and priorities</li> <li>• Monitor the DSC's operational performance, financial viability and progress against strategic and business plans and budget outcomes</li> <li>• Report back to members and stakeholders</li> <li>• Contribute to the development of the policy and governance frameworks for the DSC</li> <li>• Review, and update as necessary, the DSC's corporate governance structures, including standards of ethical behaviour and social responsibility</li> <li>• Undertake regular review of Club and Board performance with the aim of continuous improvement, succession planning and continuity</li> <li>• Develop and maintain key relationships between the DSC and its stakeholders, members and other key individuals/organisations</li> <li>• Appoint, induct and contribute to the ongoing development of key Board-appointed positions</li> <li>• Contribute to the setting of targets to evaluate the performance of and reward of the General Manager</li> <li>• Ensure organisational compliance with relevant legislation, regulations, lease conditions and organisational policies and procedures</li> <li>• Provide advice and guidance to the General Manager as required</li> <li>• Contribute to the ongoing performance and viability of the DSC</li> </ul>
Method of appointment	Elected for a two-year term at the AGM.

**Requirements for the role:**

Preferred skills or requirements	<ul style="list-style-type: none"><li>• Proven financial and business acumen, ideally in the service or not-for-profit industry</li><li>• Relevant experience in a leadership role</li><li>• Confident public speaking and well-developed communication skills</li><li>• Proven strategic thinker and ability to convert strategy into actionable outcomes</li></ul>
Key skills/abilities	<ul style="list-style-type: none"><li>• Computer literacy</li><li>• Willingness and ability to be readily contactable and approached by members and others</li><li>• Proven ability to build and maintain strong relationships</li><li>• Excellent networking skills and ability to develop strong relationships with key stakeholders, including members, government representatives and potential funding bodies</li></ul>
Experience and knowledge	<ul style="list-style-type: none"><li>• Good understanding of governance and Board operations</li><li>• Good knowledge of and ability to interpret the DSC Constitution</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Genuine interest in sailing and the Darwin Sailing Club</li><li>• Leadership skills and ability to build rapport and respect, with a diverse range of stakeholders</li></ul>
Commitment	<p>This role is expected to require a time commitment from the incumbent of up to 10 hours per week, including preparation and on-the-ground, depending on the season. Attendance at the monthly Board meeting is also expected.</p>