

Commodore Roles and Responsibilities – REVISED 03-15-2024

- 1-Oversee all Club activities, business, and affairs.
- 2-Responsible for the overall running of the Club.
- 3-Provide direct supervision to the Harbormaster and set priorities.
- 4-Schedule, manage, and develop agendas for Board and Annual Shareholder meetings.
- 5-Preside at Board and Annual Shareholder Meetings.
- 6-Provide direction and strategy.
- 7-Ensure planning and budgeting for the future is carried out in accordance with Shareholder wishes.
- 8-Ensure the Board prioritize its goals and keeps them on track.
- 9-Assign and monitor committees to work on special projects as needed.
- 10-Represent the Club at official functions.
- 11-Write cover article for Annual Shareholder Meeting and ensure any other necessary announcements are included.
- 12-Respond to member complaints and assists Board members who receive complaints.
- 13-Ensure the Board does its work and program events are planned, organized, and carried out effectively.
- 14-Monitor the Club's calendar and remind Board members when events need to be organized.
- 15-Provide "back-up" for Board members and personally assume or reassign duties for Board members temporarily absent or unable to perform the job.
- 16-Represent the Club to potential new members and other parties.
- 17-Lead recruitment for Board and Harbormaster vacancies.
- 18-Oversee wheelerlanding.com website and WLYH Facebook.
- 19-Monitor email to info@wheelerlanding.com and respond, or delegate as necessary.
- 20-Delegate tasks as needed to Assistant Commodore.
- 21-The Assistant Commodore will take over these duties if the Commodore is not available.

Knowledge and skills required

Ideally the Commodore is someone who:

- Can communicate effectively.
- Is well informed of all organizational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Rules and Bylaws, along with the duties of Board members.
- Is a supportive leader for all the Club's members.