



## COMMODORE

### DUTY STATEMENT

#### Purpose

Provide strategic leadership to Port Stephens Yacht Club by ensuring effective governance, financial sustainability and the successful implementation of the Club's Strategic Business Plan. The Commodore represents the Club, leads the Board and fosters a culture of participation, accountability, professionalism and esprit de corps.

#### Primary Responsibilities

- Provide strategic leadership and direction to the Board, ensuring the Club operates in accordance with its Constitution, strategic objectives and legislative obligations.
- Chair all Board Meetings, General Meetings and Annual General Meetings, ensuring effective governance, informed decision-making and constructive discussion.
- Lead the implementation, monitoring and review of the PSYC Business Plan and oversee progress against its strategic objectives.
- Represent the Club in discussions with government agencies, Port Stephens Council, Australian Sailing, neighbouring yacht clubs, sponsors, community organisations and other stakeholders.
- Foster a positive, welcoming and inclusive Club culture that encourages participation, volunteerism, collaboration and pride in Port Stephens Yacht Club.
- Ensure Directors, Management Roles and Committees clearly understand and fulfil their responsibilities, providing leadership, support and guidance where required.
- Oversee the Club's governance framework, ensuring policies, procedures, risk management and regulatory obligations remain current and effective.
- Work closely with the Treasurer to monitor financial performance, budgets, long-term sustainability and strategic investment opportunities.
- Promote membership growth, increased participation and stronger community engagement in accordance with the Business Plan.
- Encourage strategic partnerships, sponsorship opportunities and external relationships that strengthen the Club's profile and long-term sustainability.
- Act as the principal spokesperson for the Club and promote its interests through media, member communications and stakeholder engagement where appropriate.
- Oversee major projects, strategic initiatives and Board decisions to ensure they are implemented effectively and reported to members.
- Encourage succession planning, leadership development and volunteer participation to strengthen the future capability of the Club.
- Exercise any additional responsibilities delegated by the Board or required under the Constitution.

#### Key Relationships

The Commodore works closely with all Directors, Management Roles, volunteers, Australian Sailing, Port Stephens Council, neighbouring yacht clubs, sponsors, community organisations and Club members.