**Deep Bay Yacht Club – Executive Responsibilities**

***Flag Officers:***

**Commodore:**

a) Shall direct all operations of the society in accordance with the Bylaws and Constitution of the society as well as with the wishes of the membership as expressed in the minutes of the Annual General Meeting or General Meetings;

b) Shall preside at all the meetings of the Executive, call special meetings when necessary and be ex-officio Member of all committees;

c) Shall with the consent of the executive, redefine and re-assign the duties of the Directors other than those whose duties are set out in the Bylaws;

Shall act as the official representative of the Society or designate a member to act on his /her behalf;

**Vice Commodore:**

Shall assist the Commodore with the discharge of their duties and, in the absence of the Commodore’ shall exercise all the powers of and carry out all the duties of the Commodore

**Fleet Captain Sail:**

Shall supervise the sailboat activities of the Society and in the absence of Flag Officers shall exercise all the powers of and carry out all the duties of the senior officers

**Fleet Captain Power:**

The Fleet Captain Power

Shall supervise the power boat and cruising activities of the Society and, in the absence of the Flag Officers, shall exercise all the powers of and carry out all the duties of the senior officers

***Directors:***

**Secretary:**

Shall be responsible for the following:

(a)  conduct the correspondence of the society;

(b) issue notices of meetings of the society and directors;

(c) keep minutes of all meetings of the society and directors;

(d) have custody of all records and documents of the society except those required to be kept by the treasurer;

(e) have custody of the common seal of the society;

The Treasurer:

Shall be responsible for the following:

Keep the financial records, including books of account, necessary to comply with the Society Act, and render financial statements to the directors, members and others when required.

Staff Captain:

Shall be responsible for facilities, maintenance, building and inventory of Society assets.

Fleet Captain Cruising:

Shall be responsible for maintaining accurate record of reciprocals and shall manage all matters pertaining to reciprocals

Membership Director:

Shall maintain accurate records and shall manage all matters pertaining to membership pursuant to section 2 of these Bylaws and section 70 of the Society Act.

Entertainment Director(s):

Shall arrange and promote entertainment and formal events for the Society.

Newsletter / Website Director

Shall be responsible for editing and distributing the newsletter of the Society in accordance with the wishes of the Society.