



## Executive Bridge Officer Responsibilities

1. Understand and support the mission, purpose, and programs of the Tollycraft Boating Club. Prepare for, attend, and fully participate in Bridge and committee meetings and other club activities.
2. Take initiative and provide leadership to ensure all significant matters are appropriately addressed.
3. Support decisions made by the Bridge.
4. Hold in confidence personal and sensitive information learned from Bridge activities.
5. Serve the Tollycraft Boating Club rather than any personal interest or special constituency.
6. Avoid even the appearance of a conflict of interest that might reflect unfavorably on the Bridge or the Tollycraft Boating Club.
7. Disclose any potential conflict of interest to the Commodore.
8. Exercise reasonable and prudent care with respect to the Tollyclub, its volunteers, members, and its financial and other assets.
9. Act in good faith and in a manner to be in the best interest of the Tollycraft Boating Club in carrying out Bridge responsibilities.
10. Serve as an ambassador and advocate for Tollycraft Boating Club, formally representing the Tollyclub when authorized.
11. Identify potential Bridge members and others who might assist the Tollyclub.
12. Guided by the bylaws in support of Tollycraft Boating Club's mission.



## Commodore

**Time Commitment:** Average of 15 hours per month

### **The Commodore:**

- Is an Executive Bridge Officer and votes only in the case of ties.
- Supports Bridge Officers in their roles and responsibilities
- Is responsible for working with officers to identify and recruit new Bridge members and volunteers.
- Is responsible for the overall running of the Tollyclub
- Represents the Tollycraft Boating Club throughout the year.
- Is available for all inquiries about the Tollycraft Boating Club whether from within the Bridge and/or membership as well as from outside the Tollyclub.
- Administers Tollyclub Bylaws and Regulations and Bridge Policy, providing direction and enforcement as necessary.

### **Specific responsibilities (in addition to the responsibilities of members of the Bridge):**

- Plan locations and dates for Bridge meetings; set agendas. If unavailable, arrange alternate chair.
- Preside over general meetings of the membership (AGM and special general meetings).
- Promote and develop increased Tollyclub membership activity.
- Act as a facilitator for Tollyclub activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Represent the Tollycraft Boating Club or arrange representation at Tollyclub events.
- Chair the Tollycraft Boating Club Rendezvous.
- Ensure compliance with all regulatory authorities.
- Oversee the operations of the Tollyclub, participating in a broad range of Tollyclub functions, programs, projects, and activities.
- Ensure an ongoing program of Bridge development to guide and support the Bridge members in their functional responsibilities.
- Submit Commodore and overall Tollyclub updates for the Tollyclub newsletter.



## Vice Commodore – Event Chair

**Time Commitment: Average of 10 hours per month**

### **The Vice Commodore – Event Chair:**

- Is an Executive Bridge Officer and Voting Member.
- Assists the Commodore in the overall administration of the Tollyclub and act in the absence of the Commodore as necessary.
- Serves as a liaison to the Tollycraft community and is a champion for the Tollycraft Boating Club.

### **Specific responsibilities (in addition to the responsibilities of members of the Bridge)**

- Create an Event Calendar for the members. The Event Calendar is to be emailed and posted on the Tollyclub website and appropriate social media channels.
- Recruit and work with Tollyclub event hosts for each Tollyclub event (except the annual Tollyclub Rendezvous).
- Act a point person for all Tollyclub events (except the annual Tollyclub Rendezvous): marina liaison, online registration, fees, communication, financial reconciliation.
- Work closely with Commodore on Rendezvous organization.
- Coordinate food and drink at the annual Tollyclub Rendezvous.
- Organize a team to assist with food & drink at the annual Tollyclub Rendezvous.
- Attend regular monthly Bridge meetings.
- Work with the Webmaster to ensure the Event Calendar on the Tollycraft Boating Club website is current and online registration is active.
- Manage Tollyclub Event budgets.
- Create Nominating Committee in March for nomination & vetting of directors, processing the election at the June Annual General Meeting.
- Submit Vice Commodore and event updates for the Tollyclub newsletter.
- Discharge any duties as may be assigned by the Commodore.



## **Rear Commodore – Merchandise and Fundraising Chair**

**Time Commitment: Average of 12 hours per month**

### **The Rear Commodore – Merchandise and Fundraising Chair:**

- Is an Executive Bridge Officer and Voting Member.
- Assists the Commodore in the overall administration of the Tollyclub and acts in the absence of the Commodore and Vice Commodore as necessary.
- Serves as a liaison to the Tollycraft community and is a champion for the Tollycraft Boating Club.

### **Specific responsibilities (in addition to the responsibilities of members of the Bridge)**

- In conjunction with the Tollyclub Store Coordinator, maintain an inventory of goods on hand and order replacement stock as necessary.
- Ensure delivery of sales stock to the Tollyclub events (minis, Rendezvous).
- Present sales and inventory reports, and proposals for adding or discontinuing items for Bridge consideration at monthly meetings.
- Liaise with the Tollyclub Store Coordinator and Webmaster to maintain the online store (accurate pricing, photos, descriptions, etc.).
- Determine how many and what specific fundraising activities will be held.
- Work with the Communications Coordinator, Social Media Coordinator and Webmaster to ensure fundraising communications is timely and relevant.
- Coordinate fundraising (50/50, silent auction, raffles, etc) and the Tollyclub store at the Tollyclub Rendezvous.
- Organize a team to assist with fundraising and the Tollyclub store at the annual Tollyclub Rendezvous.
- Submit Rear Commodore, Tollyclub store, and fundraising updates for the Tollyclub newsletter.
- Discharge any duties as may be assigned by the Commodore.



## First Trustee – Membership Chair

**Time Commitment:** Average 10 hours per month.

### **The First Trustee – Membership Chair:**

- Is an Executive Bridge Officer and Voting Member.
- Serves as a liaison to the Tollycraft community and is a champion for the Tollycraft Boating Club.

### **Specific responsibilities (in addition to the responsibilities of members of the Bridge):**

- Attend regular Bridge meetings. Prepare monthly and annual membership statistics.
- Maintain Tollycraft Boating Club membership records.
- Process membership registrations in conjunction with the Treasurer and ensure new members and potential new members are followed up with in a timely manner.
- Prepare for the annual membership year roll over and, in conjunction with the Communications Coordinator and Social Media Coordinator, send out end-of-year membership renewal notices.
- In conjunction with the Webmaster, update the online membership form as necessary.
- Assemble and distribute new member packages.
- Organize and facilitate follow-up sessions with new members, within the first year of membership, in cooperation with the Commodore and Second Trustee.
- In conjunction with the Second Trustee, host the New Member Meet & Greet at the Tollyclub Rendezvous.
- Coordinate meetings, socials and seminars at the Tollyclub Rendezvous. Organize volunteers as necessary.
- Submit First Trustee and membership updates for the Tollyclub newsletter.
- Discharge any duties as may be assigned by the Commodore.



## Second Trustee – Club Growth Chair

**Time Commitment:** Average 7 hours per month.

### **The Second Trustee – Club Growth Chair:**

- Is an Executive Bridge Officer and Voting Member.
- Serves as a liaison to the Tollycraft community and a champion for the Tollycraft Boating Club.

### **Specific responsibilities (in addition to the responsibilities of members of the Bridge):**

- Develop programs and events to encourage new membership.
- Work with the Vice Commodore and Virtual Meeting Coordinator (if necessary) to host non-member events.
- In conjunction with the Commodore and First Trustee, carry out initiatives which encourage people to join the Tollycraft Boating Club, including membership drives.
- Implement programs and events to help new members get to know other members and feel comfortable within the Tollyclub.
- Follow up and talk to potential new members who sign up for Tollyclub Facebook Group but do not join the Tollycraft Boating Club.
- Set attainable membership goals for the year.
- Work with the Communications Coordinator, Social Media Coordinator and Webmaster to ensure communications for new members is timely and relevant.
- In conjunction with the First Trustee, host the New Member Meet & Greet at the Tollycraft Boating Club Rendezvous.
- Coordinate games and activities at the Tollycraft Boating Club Rendezvous. Organize volunteers as necessary.
- Submit Second Trustee and Tollyclub growth updates for the Tollyclub newsletter.
- Discharge any duties as may be assigned by the Commodore.



## Secretary

**Time Commitment:** Average of 6 hours per month

### **The Secretary:**

- Is an Executive Bridge Officer and Voting Member.
- Is responsible for the administration of the Tollycraft Boating Club.
- Serves as a liaison to the Tollycraft community and is a champion for the Tollycraft Boating Club.

### **Specific responsibilities (in addition to the responsibilities of members of the Bridge):**

- Record minutes at Bridge meetings and Annual General Meeting (June).
- Submit minutes to the Commodore & Bridge for review and approval.
- Ensure Bridge meeting minutes are posted to the Tollycraft Boating Club website after they are approved by the Bridge.
- Keep and maintain such other records of the Tollycraft Boating Club.
- Make available for inspection by Tollyclub members the books and documents of the Tollyclub
- Maintain historical records.
- In conjunction with the other Bridge members, work with the Communications Coordinator, Social Media Coordinator, Newsletter Editor, and Webmaster to ensure timely and relevant communications to the Tollycraft Boating Club Membership.
- Conduct an annual review of Tollyclub insurance coverage to ensure that it is appropriate.
- Together with the Treasurer, coordinate event administration for the Tollyclub Rendezvous.
- Together with the First Trustee and Newsletter & Roster Editor, prepare the annual roster for distribution at the Rendezvous and online.
- Submit Secretary and communications updates for the Tollyclub newsletter.
- Discharge any duties as may be assigned by the Commodore.



## Treasurer

**Time Commitment:** Average of 10 hours per month

### The Treasurer:

- Is an Executive Bridge Officer and Voting Member.
- Is responsible for leadership and overall administration of financial activities, with accountability to ensure compliance with the Non-Profit Act and generally accepted accounting principles.
- Serves as a liaison to the Tollycraft community and is a champion for the Tollycraft Boating Club.

### Specific responsibilities (in addition to the Responsibilities of members of the Bridge):

- Complete all legally required accounting and bookkeeping activities for the Tollycraft Boating Club in support of maintaining the Tollyclub's 501(c)3 status, including preparing annual tax forms.
- Knowledge of financial accounting software is required and/or aptitude to learn.
- Report the financial status at monthly Bridge meetings.
- In consultation with the Commodore, present draft budget to the Bridge (November). Enter the approved budget into the financial accounting software.
- Check the Tollyclub mailbox routinely and distribute mail electronically as necessary and/or process invoices and receivables.
- Arrange for appropriate Tollyclub signing officers as necessary following the AGM.
- Be responsible for the issuance of all cheques drawn by the Tollyclub, and assurance that all electronic payments be authorized and cheques for amounts greater than \$500.00 shall be signed by two signing officers.
- Ensure all monies due, owing, and payable to the Tollyclub are paid and collected in a timely manner.
- Ensure all dues, fees and monies received by the Tollyclub are deposited to the approved financial institution in a timely manner.
- Present financial report to the membership at the AGM (June): current fiscal year actual, operating revenues & expenses, capital expenditures, cash flow and balance sheet.
- In conjunction with the First Trustee, manage the annual process for membership billings and follow-up for any delinquent members.
- Together with the Secretary, coordinate event administration for the Tollyclub Rendezvous.
- Submit Treasurer and financial updates for the Tollyclub newsletter.
- Discharge any duties as may be assigned by the Commodore.





## Past Commodore – Sponsorship Chair

**Time Commitment:** Average of 5 hours per month.

### The Past Commodore – Sponsorship Chair:

- Is an Executive Bridge Officer and Voting Member.
- Supports and advises incoming Commodore and advocates for volunteerism and provides mentoring to interested Bridge members.
- Attends Bridge meetings and general membership meetings.
- Serves as a liaison to the Tollycraft community and is a champion for the Tollycraft Boating Club.

### Specific responsibilities (in addition to the Responsibilities of members of the Bridge):

- Manage the Tollycraft Boating Club sponsorship program.
- Prepare and deliver annual sponsor recognition.
- In conjunction with the Communications Coordinator, Social Media Coordinator and Webmaster ensure all sponsor promotion is completed.
- Maintain levels of sponsorship and terms of sponsorship
- Solicit funds from sponsors and keep them informed of events throughout the year.
- Ensure sponsors are invited to Tollycraft Boating Club events
- Meet with sponsors and potential sponsors at Tollycraft Boating Club events. If unavailable, assign a designate.
- Work with the Webmaster to ensure the sponsors and sponsor information on the Tollycraft Boating Club website is current.
- In conjunction with the treasurer, ensure sponsor payments are complete. Follow-up with sponsors as necessary.
- In conjunction with Commodore and Rear Commodore, identify potential sponsors.
- Work with the Communications Coordinator to maintain sponsorship package.
- Submit Past Commodore and sponsorship updates for the Tollyclub newsletter
- Discharge any duties as may be assigned by the Commodore.