



McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938

690 Point Nepean Road, McCrae, Vic. 3938

Club House Telephone: (03) 5986 1361

Yard Master - Position Description

Overall Roles and Responsibilities

The Yard Master role provides for the orderly management and maintenance of the boat yard, lawns and club yards

Responsibilities

The specific responsibilities of the Yard Master position include:

- Allocation of space for storage of sail boats and approved equipment in the yard.
- Maintenance of the yard and associated equipment.

Reports

The position reports to the Rear Commodore

Authority to Act

The General Committee has delegated the following authorities to this position:

- Allocate storage based on availability of space
- Appoint Assistants
- Allocate storage with preference to regular sailors or active volunteers within the club
- Remove boats from the yard where no current storage fee has been paid
- Is an ex officio member of the operations committee

Appointment Process

Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Yard Master

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the names of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors