



Flag Officer Committee Charter

Composition of the Flag Officer Committee

- Commodore (Chairperson)
- Vice Commodore (x2)
- Rear Commodore of each Section

Ex-officio:

- General Manager

Constitution Requirements (CI 9)

The Flag Officer Committee shall have the following responsibilities as per Clause 9 of the Constitution:

- Shall consist of the Commodore, the two (2) Vice Commodores and the elected Rear Commodore for each section.
- Rear Commodores will be responsible for the coordination of all events for each section.
- Rear Commodores will report to the Management Committee the calendar of events for each section and reports through to Management Committee for approval to run any event.
- Rear Commodores communicate with and report to Management Committee.
- Rear Commodores report to the section members, including the requirements and support of each section to ensure the continued smooth operation of the sections.

Meeting Requirements:

- To meet monthly, on the 2nd last Monday of each month.
- A quorum of a Section Committee shall consist of not less than two thirds of the members of that Section Committee at any particular time.
- Minutes of the meeting will be the responsibility of the General Manager (or delegate) and will be provided to the Management Committee on a monthly basis.
- Minutes to include recommendations for items of consideration, feedback, approval etc to the Management Committee.
- Be a conduit for information from Management Committee to Section Members and Members, to occur only once Management decision has been made.
- To be provided current Section Bank Account balances for general information only such as event / activity planning, whilst each Section retains authority to utilise their raised funds as they choose.

Operational Authority and Objectives:

- Conduct all activities in compliance with the HYC Constitution, By-Laws, Policy Document, financial guidelines, Strategic Plans approved by the Management Committee.
- Optimise the usage of the Club's facilities
- Plan and schedule Section events, activities, participation, membership and healthy and sustainable competitions.
- Coordinate volunteer assistance for Section events.