

## KELOWNA YACHT CLUB COMMITTEES

### INTRODUCTION

Club committees are a dynamic and effective key in driving the organization forward. Each committee is made up of a combination of directors & members, supported by the Operations team. Kelowna Yacht Club's committee structure is made up of ten standing committees, whose role are to assist the Board in its work of matters related to governance of the Club.

For each committee, a *Terms of Reference* is created and approved by the Board which serve as a guide for the committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve and who the members of the committee are.

Below you will find a brief description of each Club committee. The full *Terms of Reference* for each of these is [available on the Club's website here](#).

#### 1. EXECUTIVE COMMITTEE

**CHAIR:** Commodore

**PURPOSE:** The Executive Committee supports the functioning of the Board of Directors and assists the Board with ensuring that the obligations under Kelowna Yacht Club's Bylaws and other relevant legislation is met.

**MEMBERS:** The committee is comprised of the Vice Commodore, Rear Commodore & Past Commodore.

**SCHEDULE:** This committee meets on a monthly basis or more as required.

#### 2. GOVERNANCE COMMITTEE

**CHAIR:** Vice Commodore

**PURPOSE:** The Governance Committee reviews and provides guidance on improvement of the Board of Directors' good governance policies and practices.

**MEMBERS:** This committee is comprised of directors and members who have knowledge, skills and competency of good governance practices and are committed to the governance process.

**SCHEDULE:** This committee meets approximately ten times per year or more as required.

#### 3. FINANCE COMMITTEE

**CHAIR:** Treasurer

**PURPOSE:** The Finance Committee develops and implements an annual work plan, based on the Board financial goals for the governing year. This is then utilized to monitor and provide guidance and recommendations to the Board of Directors, related to the financial stewardship of the organization.

**MEMBERS:** This committee is comprised of directors and members who have knowledge in financial controls, bring a strategic perspective to financial monitoring and are committed to financial stewardship.

**SCHEDULE:** This committee meets on a monthly basis or more as required.

#### 4. MEMBERSHIP COMMITTEE

**CHAIR:** Rear Commodore

**PURPOSE:** The Membership Committee reviews membership categories and retentions options, interviews new member applicants as appropriate and provides recommendation to the Board of new memberships and change of membership status applications.

**MEMBERS:** This committee is comprised of at least one Past Commodore, directors and members who would like to contribute to the long-term perspective of the Club.

**SCHEDULE:** This committee meets on a quarterly basis or more as required.

## **5. NOMINATING & BOARD DEVELOPMENT COMMITTEE**

**CHAIR:** Immediate Past Commodore

**PURPOSE:** The Nominating & Board Development Committee provides guidance and recommendations to the Board of Directors, based on the Board goals for the governing year, related to the nomination, election and succession process of members to the Board of Directors.

**MEMBERS:** This committee is comprised of members who understand and commit to the organizations' principles of recruitment and retention.

**SCHEDULE:** This committee meets monthly from September to March or more as required.

## **6. SAIL FLEET COMMITTEE**

**CHAIR:** Fleet Captain

**PURPOSE:** The Sail Fleet Committee represents and supports the interests of the Sail Fleet of the Club and promotes activities related to sailing experiences.

**MEMBERS:** This committee is chaired by the Fleet Captain and is comprised of both Directors and Members of the Sail Fleet (Regular and Life Members of the Club who have a sailing vessel in the basin or are on the waiting list for moorage for a sailing vessel).

**SCHEDULE:** This committee meets monthly or more as required.

## **7. POWER FLEET COMMITTEE**

**CHAIR:** Staff Captain

**PURPOSE:** The Power Fleet Committee represents and supports the interests of the Power Fleet of the Club and enhances their experience through events, activities and on the water safety.

**MEMBERS:** This committee is comprised of both Directors and Members of the Power Fleet (Regular and Life Members of the Club who have a power vessel in the basin or are on the waiting list for moorage for a power vessel).

**SCHEDULE:** This committee meets approximately eight times a year or as required.

## **8. LEGACY COMMITTEE**

**CHAIR:** Past Commodore

**PURPOSE:** The Legacy Committee provides an opportunity for members to enhance future development of the Club through the Legacy Fund.

**MEMBERS:** Members who feel strongly that belonging to the club has enriched their lives.

**SCHEDULE:** This committee is only active as required from the Board and does not have a meeting schedule.

## **9. ENVIRONMENTAL COMMITTEE**

**CHAIR:** Director

**PURPOSE:** The Environmental Committee is responsible for fostering an environmental stewardship of Okanagan Lake and its immediate environs through education and outreach within the Club community and to collaborate with other associations and yacht clubs to advance best practices.

**MEMBERS:** This committee is comprised of Members who have a passion for identifying and advancing environmental best practices pertaining to the Club.

**SCHEDULE:** This Committee meets monthly or as required.

## **10. BOATING SAFETY COMMITTEE**

**CHAIR:** Staff Captain in Even-Numbered Years & Fleet Captain in Odd-Numbered Years

**PURPOSE:** The Boating Safety Committee focuses on promoting boating safety and education in the Okanagan.

**MEMBERS:** This committee is comprised of directors and members who are committed to promoting boating safety.

**SCHEDULE:** This committee meets quarterly or as required.