

JOB DESCRIPTION

PAST CAPTAIN

FUNCTION: Carry out such duties as assigned by the Captain.

DUTIES AND RESPONSIBILITIES:

1. A member of the Executive Committee
2. Chairman of the Nominating Committee
3. Responsible to the Captain for seeing that each committee chair has a back-up in place could be a potential future committee chair.
4. Responsible to the Captain to see that each committee has an up-to-date job description on file.
5. Serve as a member of the Policy Committee.
6. Make himself available to the Captain for guidance & counsel in club matters.
7. Carry out such other duties as assigned by the Captain.
8. In October prepare a slate of nominations for each of the offices to be filled, to be presented at the Annual General Meeting.
9. Present the out-going Captain with his personalized Captain's gavel.
10. Have detailed knowledge of the Club's Policy Manual so as to be in a position when needed to offer guidance to the Captain and the Executive Committee on issues that have been discussed previously and is now considered as a Club policy.

TIME TABLE OF EVENTS AND DUTIES:

July

1. Together with the Captain, select a Nominating Committee of 4 candidates for approval by the Executive Committee at their August meeting.

September

1. Present a slate of candidates for each of the offices to be filled on or before the September meeting of the Exec. Committee.

October

1. Present to the Annual General Meeting a slate of nominations for each of the offices to be filled.