

# SEAS Morris Chapter

## Duties and Responsibilities of **Commodore**

Duties and Responsibilities: The Commodore is the Chief Executive Officer of the chapter.

- Is a Trustee and member of the Executive Board
- Presides at all meetings of the Executive Board and General Membership
- Appoints Chairpersons of standing and special committees
- Creates special committees and defines their scope
- Supervises activities of other Executive Officers
- Casts a vote in meetings in the event of a tie
- Acts as Chairperson of the Budget Committee

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Knowledge of purpose, organization and structure of SEAS Morris and National
- Communication skills: good oral and public speaking skills
- Meeting Leadership: preparing an agenda and conducting an effective meeting
- Managerial skills
  - Delegate authority effectively
  - Supervise groups without necessarily becoming directly involved with every task
  - Plan and organize group activities
  - Make well-informed decisions
  - Prepare a budget
- Interpersonal skills: Interact effectively with all types of people

Recommended Experience:

- The Constitution requires a minimum of one year's membership
- Served as a member and/or Chairperson of several committees
- Served at least one year as a Trustee