

SEAS Morris Chapter

Duties and Responsibilities of Vice Commodore

Duties and Responsibilities:

- Is a Trustee and a member of the Executive Board
- Assists Commodore in his/her duties
- Execute powers of Commodore in his/her absence
- Assumes office of Commodore in event of vacancy
- Serves as Chairperson of the Members' Education Committee

Skills Needed: Essentially the same as Commodore

- 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