

# SEAS Morris Chapter

## Duties and Responsibilities of Staff Commodore

### Duties and Responsibilities:

- Is a Trustee and a member of the Executive Board
- Serves as Chairperson of the Public Education Committee
- Coordinate Basic Sailing Course with American Red Cross, Adult Education Schools, YMCAs, and other organizations
- Supervise creation and execution of Basic Sailing program
- Supervise creation and execution of Sailing Assistants program
- Assists Vice Commodore to plan season's use of watersite and equipment

### Skills Needed:

- Sailing skills: None beyond minimum for membership
- Knowledge of structure and content of Basic Sailing Course, Sailing Assistants Course and Water Sessions
- Communication skills: good oral and public speaking skills
- Managerial Skills: Make well-informed decisions and prepare a budget
- Organizational skills
  - Plan and execute a schedule
  - Coordinate a number of simultaneous events
- 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
- Participated in several seasons of Basic Sailing classes and water session as a Sailing Assistant. Being an Instructor is helpful but not necessary