



***Friday Harbor Sailing Club***  
***Board Member Duties***  
**2019**

**COMMODORE**

The term of office for the Commodore [and all elected officers] shall be January 1 thru December 31. The Commodore shall be the senior executive officer of the club and will perform the following duties:

- ▶ Preside at all meetings of the Board, and all meetings of the membership.
- ▶ Appoint such committee chairs as he/she may deem necessary.
- ▶ Present to the Board any special committee appointments for approval at the December meeting.
- ▶ Work with the treasurer as a second authorized signer on the Club bank account(s).
- ▶ Serve as a voting member on the Board for one year after his/her term of office as Staff Commodore.
- ▶ Write and forward to the newsletter editor a monthly article for the Club's newsletter.
- ▶ Oversee the accuracy of the club calendar on the club's website.
- ▶ Perform additional duties as may be requested by the Board.

## **STAFF COMMODORE**

The outgoing commodore shall be the Staff Commodore doing the year after his/her year as commodore. The Staff Commodore has the following duties:

- ▶ Provide advise and Counsel to the new Commodore.
- ▶ Assist the board with other duties as assigned.

## VICE COMMODORE



The Vice Commodore shall take the place of the Commodore in his/her absence. The Vice Commodore shall serve as the executive officer to the Commodore and shall be in charge of all meeting places: arranging location and requirements for all general membership meetings as well as all special meetings and board meetings. The Vice Commodore shall also perform the following duties:

- ▶ Serve as the responsible officer for any and all club equipment and supplies.
- ▶ Provide necessary assistance to the Social Chair(s) in setting up location for the general meetings: serving tables, member tables, seating and necessary table decorations.
- ▶ Arrange for all programs (guest speakers, videos, demonstrations, etc.) for general membership meetings, including the set-up of video/microphone and other equipment as required.
- ▶ Coordinate all program arrangements with the Commodore.
- ▶ Announce and publicize scheduled programs in advance of each general membership meeting via the club's monthly newsletter.
- ▶ Arrange for any overnight accommodations for guest speakers at general membership meetings and coordinate payment for such accommodations with the Commodore and Treasurer.
- ▶ Write and forward to the newsletter editor a monthly article for the club's newsletter.
- ▶ Update the calendar on the club's website with monthly program information.
- ▶ Attend all Board and General membership meetings.
- ▶ Perform any other duties as requested by the Commodore.

## REAR COMMODORE



The Rear Commodore shall take the place of the Commodore in the absence of both the Commodore and the Vice Commodore. The Rear Commodore shall be in charge of all club cruises and as such shall have the following duties:

- ▶ Plan all club cruises, including dates, locations while coordinating with other clubs for joint cruises.
- ▶ Present proposed cruising schedule to the Board for approval at the February meeting.
- ▶ Work with the Fleet Captain to coordinate cruising events and racing events so to prevent a conflict in dates.
- ▶ Solicit/appoint Cruise Captain(s) and a Committee, if needed, for individual cruises.
- ▶ Represent Cruise Captain(s) at board meetings with request for special cruise funding if required.
- ▶ Return itemized receipts to club Treasurer for accounting and reimbursements.
- ▶ Write and forward to the newsletter editor a monthly article for the club's newsletter.
- ▶ Attend all board & general membership meetings.
- ▶ Work with the Cruise Captain to:
  - ▶ Make reservations, arrange for moorage (dock space, buoys, etc.) and make a plan for any associated fees.
  - ▶ Determine access to power, water, fuel, pump-out stations.
  - ▶ Determine proximity of restaurants, stores, BBQ's, points of interest, and hiking trails.
  - ▶ Alert club members as to cruise requirements for customs clearance (location & hours of operation).
  - ▶ Publicize cruises via the newsletter, announcements at meetings, updates to the club website, and/or any other means available to members.
  - ▶ Arrange special cruise activities: potlucks, games, group tours, free times, and club sponsored meals as desired.
  - ▶ Plan a cruise agenda, including arrival and departure times.
  - ▶ Update the calendar on the club's website with cruise information.
  - ▶ Perform any other duties as requested by the Commodore.

## FLEET CAPTAIN



The Fleet Captain shall be responsible for all of the Club's racing activities.

The Fleet Captain shall have the following duties:

- ▶ Attend all Board & general membership meetings.
- ▶ Prepare a race calendar for the season with input from the Club membership, and in coordination with the Rear Commodore. The combined racing/cruising schedule shall be presented to the Board at its February meeting, and to the Club members at the subsequent general meeting.
- ▶ Encourage Club members to participate in races, including via presentations at the monthly general meetings. Update and maintain racing information on the Club's website.
- ▶ Assist in matching persons who have an interest in crewing with skippers who need crew.
- ▶ Recruit members for Race Committees that shall be responsible for such tasks as placement and recuperation of buoys, signaling the start, recording finish times, communication with the racers, cancelling a race if unsafe conditions are present.
- ▶ Prepare and distribute race instructions for all events, including course charts and special information concerning safety.
- ▶ Race results will be determined by the Fleet Captain. All results are final.
- ▶ Encourage participation by skippers who are not Club members. Be aware of races that are conducted by local clubs and bring them to the attention of Club members. Promote inter-club activities.
- ▶ Review and ensure equity of all handicap assignments, especially those of boats that have not previously raced with the Club. If needed, contact the appropriate official regional bodies.
- ▶ Compute race results based on announced standard handicap rules.
- ▶ Maintain records of all racing events for future reference and awards.
- ▶ Be responsible for the storage and maintenance of the Club's racing gear.
- ▶ If appropriate, convene and chair a Protest Committee.
- ▶ Be responsible for timely preparation of trophies that are awarded at the December general meeting. Coordinate with the Treasurer regarding needed trophy-related expenditures. Preside over trophy presentations.
- ▶ Write a monthly article for the Club's newsletter.
- ▶ Perform any other duties as requested by the Commodore.



## **SOCIAL CHAIR(S)**

The Social Chair(s) shall be responsible for the Club's social activities. The Social Chair(s) shall have the following duties:

- ▶ Be in charge of opening and closing of the designated meeting place. Arrive early to arrange setup and decoration of the facility.
- ▶ Obtain WLSCB liquor permit for all general meetings and special club events.
  - ▶ Pay Grange Hall for garbage service for each time Grange Hall is used.
  - ▶ Provide for name tags for guests, greet guests on arrival, and assist with guest sign-in.
  - ▶ Hang club name-badge-banner to ease access to name-tags.
  - ▶ Take down and re-store banner after meetings.
  - ▶ Solicit/appoint a \*hosts/hostess for all potlucks \*See Hosts & Hostesses list of duties.
  - ▶ Solicit/appoint decoration volunteers for meetings and socials.
  - ▶ Setup coffee, tea, sugar/cream, cups, etc.
  - ▶ Turn heat down/up and check ovens, lights off, lock up.
- ▶ Make arrangements for the Round-the-County event
  - Put together an event committee for this event.
- ▶ Make arrangements for the annual Holiday Party
  - Present a plan to the board for approval
  - Chair a committee for the planning of the event.
- ▶ Attend all Board and general membership meetings & socials.
- ▶ Write a monthly article for the club's newsletter as appropriate to advertise club events.
- ▶ Perform any other duties as requested by the Commodore.



## HOSTS & HOSTESSES

The hosts & hostesses who volunteer to work at the monthly general membership potlucks shall have the following responsibilities:

- ▶ Help with planning and or making decorations and assisting with set up & decorating.
- ▶ Start coffee pots, hot water, turn ovens on low and receive main dishes, salads, desserts from members as they arrive (placing dishes in ovens/refrigerator as necessary).
- ▶ Set up serving and dining tables to be ready at appropriate serving time.
- ▶ Rinse serving dishes and saran wrap/foil all leftovers.
- ▶ Oversee removal of all trash and garbage from meeting facility.
- ▶ Clean up kitchen.
- ▶ Sweep floors.



## SECRETARY

The Secretary shall record, distribute and maintain a file of the minutes of the general membership, board meetings, and any special meetings, and shall be responsible for the Club's correspondence. The Secretary shall have the following duties:

- ▶ Maintain and keep the official club electronic file of all final approved minutes from general membership, board meetings, and special meetings of the club.
- ▶ Take notes at general membership, board meetings, and any special meetings. Publish minutes on the Friday Harbor Sailing Club website.
- ▶ Send an electronic copy of the board meeting minutes to the officers for edits and final approval at the next regularly scheduled board meeting.
- ▶ Read aloud a summary of the previous general meeting before general membership meetings as appropriate.
- ▶ Write club correspondence, i.e. thank you, bereavement and other writings as directed by the Commodore and/or the Board.
- ▶ Write and forward to the editor monthly board meeting highlights for the Club's newsletter.
- ▶ Attend all Board & General membership meetings.
- ▶ Perform any other duties as requested by the Commodore.



## TREASURER



The Treasurer shall be the custodian for all funds of the Club, maintain/reconcile suitable bank account(s) as approved by the Board. Receive all club monies, make deposits, give receipts as necessary, make all disbursements as necessary. The treasurer shall maintain suitable books of all financial accounts, advise the Board and the general membership on a monthly basis regarding the financial condition of the Club. The Treasurer shall be bonded as directed by the Board. The Treasurer shall have the following duties:

- ▶ Keep and maintain the master file of the current membership of the club, which shall contain; name, address, phone(s), email, year joined, boat name, boat type/make, boat size. Receive all changes of information from members to keep this information current. Master file to be maintained on the club's laptop computer accounting systems as well as on the club's website.
- ▶ Promptly notify the newsletter editor of new members and any changes of address and/or membership status.
- ▶ Receive new member initiation/dues monies, applications and enter new members into the master membership record.
- ▶ Send timely statements for dues to all members, receive and process all incoming dues.
- ▶ Issue membership cards to members in good standing.
- ▶ Make disbursements for the club for regular expenses; i.e. rent(s), insurance, registrations/licenses, special permits, printing, postage, etc.
- ▶ Make reimbursements as necessary upon receipt of proper receipts.
- ▶ Make other disbursements as instructed or authorized by the board.
- ▶ NOTE: Any disbursement over \$100. that is deemed "non regular" (i.e. special supplies, ship stores merchandise – if unsure always question) must have board approval before payment is made.
- ▶ Prepare yearly budget with assistance of the outgoing and incoming Commodores.
- ▶ Maintain all financial records and submit monthly financial reports, showing actual vs. budget to the Board.
- ▶ File yearly for non-profit status.
- ▶ Post monthly financial standings at general membership meetings.
- ▶ Reconcile bank statement(s) with checkbook register on a monthly basis.
- ▶ Maintain files of financial records.
- ▶ Attend all Board and General membership meetings.
- ▶ Perform any other duties as requested by the Commodore.



## **MEMBERSHIP CHAIR**

The Membership Chair shall be appointed by the Commodore and shall perform the following duties:

- ▶ Promote and encourage new membership into the club.
- ▶ Have a supply of membership applications available, bring same to membership meetings, mail to potential members when asked to do so.
- ▶ Accept all applications and monies from new members, and forward appropriately to the Club Treasurer.
- ▶ Facilitate the ordering of all name badges for current members as needed and for all new members joining the club- currently the treasurer orders the name badges.
- ▶ Conduct a brief interview with every new member.
- ▶ Present new members to the club member during a general meeting and officially welcome them into the club, allow them to briefly introduce themselves.
- ▶ The membership submits an article to the newsletter which includes a picture and information about the new member.
- ▶ Make up & supply to every new member upon induction a packet which shall contain: welcome letter, current roster & newsletter, name badge, bumper sticker, club Burgee (if boat owners), and membership card.
- ▶ Perform any other duties as requested by the Commodore.



## NEWSLETTER EDITOR

The Newsletter Editor shall be appointed by the Commodore and shall edit the monthly club newsletter '**THE WORKING JIB**'. The Newsletter Editor shall have the following duties:

- ▶ Establish material submission deadlines to enable newsletter to be published and sent to the membership by the first of each month via posting on the club website.
- ▶ Collect and edit appropriate news items from each club officer.
- ▶ Seek and/or edit monthly input from various officers, chairmen, and members for club activities so as to keep the membership well informed of all club activities both current and upcoming.
- ▶ Utilize the membership roster on the club's website for current email information for distribution of the newsletter via email.
- ▶ Include new member information and roster update information in the monthly newsletter.
- ▶ Insure integrity and good taste of all information published to reflect proper spirit of the club.
- ▶ Post newsletter electronically on the **club website** by the first of each month and notify members via email. Newsletter may also be attached to the notification email.
- ▶ Perform any other duties as requested by the Commodore.

## ROSTER EDITOR



The Roster Editor shall work closely with the Club Officers and obtain **all** information necessary to publish a new Club Roster for distribution to the membership no later than the March **General Meeting and no later than April 15th**. The following information/duties are needed and required:

- ▶ With the Commodore recruit an Associate Editor, in needed, to handle all advertising.
- ▶ Pictures to be taken are: Officers & Trustees, Commodore (& spouse/partner if desired), Appointed chairs (optional).
- ▶ Obtain from Commodore; cover photo, listing of Officers/Trustees, listing of appointed officers/chairs, calendar of monthly membership meetings/events and Commodore's comments.
- ▶ Obtain from Staff Commodore a "Remembering (year)" article.
- ▶ Obtain from Vice Commodore any venue changes or special notices.
- ▶ Obtain from Rear Commodore a listing of dates & places for all club cruises.
- ▶ Obtain from outgoing Fleet Captain the previous year's racing awards.
- ▶ Obtain from current Fleet Captain a listing of all race dates with places including race chairperson where applicable.
- ▶ Obtain from Treasurer all current membership and fleet information.
- ▶ Work with printer (currently Printonyx, Kris Brown) for master file setup on their computer, as well as book layout and proof the document before final printing.
- ▶ Complete the Roster for delivery to the club membership at the March general membership meeting if possible.
  - **NOTE:** It is important and necessary for the Roster Editor be persistent and diligent to accomplish this job on time.