



SEMI AHMOO YACHT CLUB

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SEMI AHMOO YACHT CLUB EXECUTIVE OFFICER POSITION DESCRIPTION

COMMODORE

The Commodore is elected by the membership annually at the General Meeting for the Nomination of Officers

General Description: The Commodore has overall responsibility for operation of the club along with the help of the other Board member's.

Responsibilities: (in addition to Executive Board General Responsibilities)

In addition to what is described in the SYC Bylaws Article IX, Section 1 the following describes the yearly activities the Commodore is involved in:

Monthly: Develop agenda for monthly Board meeting. Meeting's held the first Tuesday of the month at the Board room at Semiahmoo Marina. Minutes are taken and distributed by the Secretary. Usually there is no Board meeting in July/August due to cruising season. Sometimes the March meeting is not held due to AGM being held in the same month. The monthly meeting has standard topics such as approval of last month minutes, required sympathy cards, previous month financials (income statement and balance sheet) and current issues/topics. The following presents an additional list of activities by month as the year progresses.

January:

1. Ensure Budget committee has been established and is working current year budget. Budget Committee made up of Treasurer, Fleet Captain and Rear Commodore.
2. Contact past committee chairs for continued SYC volunteer role and if vacancy appoint new committee chair in consultation with Board Officers.
3. Ensure new Annual content is in progress and notice sent out for members to submit roster/profile update information (typically by Vice Commodore). Send out requests for Board member write-ups, cruise host write-ups, etc.
4. Review Annual printing/layout quotes and award accordingly.
5. Request Board Officer message write-ups for Annual.

6. Send out last year's AGM presentation to all the Board Officers and request updates for current year AGM. Ensure with Rear Commodore that AGM meeting room in Blaine is reserved.
7. Have Judge Advocate start work on any By Law changes for AGM.
8. Ensure Annual dues are being tracked and assign f/u as required.
9. Ensure Education Committee chair in place and annual program being developed.
10. Ensure dock captains, mailchimp database coordinator, website coordinator, SYC lead photographer in place.
11. Ensure previous years SYC digital files stored on USB stick and in file cabinet.

February:

1. Put together Nominations Committee to work with Past Commodore (Chair).
2. Start asking Board Members on plans for next year to identify upcoming Board vacancies (required for AGM).
3. Ensure arrangements/setup for AGM.
4. Send out AGM invites, agenda, proposed bylaw changes, proposed budget, proxy ballot, Nomination/Election of Officer minutes.
5. Continue to ensure Annual content worked. Ensure assignments for membership roster update. Request cruise write-ups.
6. Finalize SYC current year budget.
7. Finalize AGM presentation package.
8. Send out notice for outstanding dues. Ensure timetable in place for issuing suspension letters. Review by-law timing requirements regarding suspension and termination letters.
9. Ensure all land and cruise events have been uploaded to website calendar.
10. Ensure fundraising for donations program in place.
11. Review and develop consensus on any SYC website updates (e.g. website member database). Put plan into motion.
12. Ensure any changes on reciprocal program with other clubs being reviewed/worked.

March:

1. Issue final AGM presentation package to all Board members.
2. Chair AGM mtg, and ensure draft minutes written.
3. Ensure room booked for next year's AGM.
4. Ensure quotes/arrangements finalized for printing of membership cards (distributed opening day).
5. Submit Annual submitted for layout/design work.
6. Ensure arrangements finalized for printing of Annual.
7. Ensure any suspension letters (dues non-payment) are issued.

April:

1. Finalize Annual and send to printing.
2. Ensure annual membership cards sent to printing.
3. Ensure arrangements worked and finalized for Opening Day ceremonies and luncheon.
4. Ensure Opening Day RSVP notice sent out.
5. Ensure plans in place for annual membership drive.

May:

1. Chair opening day ceremonies. Present donation to Drayton Harbour Maritime (Plover).
2. Decide if same venue will be used for next year's Opening Day ceremonies or ensure the starting of process to select new venue.
3. Ensure Annuals and Membership cards distributed. Develop follow-up plans for distribution to those members not in attendance.
4. Ensure Nomination Committee is progressing.
5. Ensure any termination letters (dues non-payment) are issued.

June:

1. Most cruising and land activities should be occurring as per plan.
2. Ensure monthly board meeting agenda covers any issues before summer break.
3. Ensure SYC insurance (including Board liability) has been renewed.

July & August:

1. Summer break and typically no Board meetings...enjoy cruising events.
2. Handle any issues, keep abreast of finalization of major cruises and other events (e.g. Pig Roast) via email.
3. Make sure nomination committee has Board slate finalized for the following year. Proposed Board for following year will need to be presented/voted on during crab feed.
4. Ensure the nomination slate for SYC Board for next year is developed and finalized.

September:

1. Ensure Commodore's Ball arrangements are being finalized...venue and band.
2. Ensure Commodore Ball award recipients selected and awards ordered.
3. Ensures Commodore's Ball RSVP notice developed and sent out to all members.
4. Announce proposed slate for next year's Board and take vote at Crab Feed event.
5. Ensure Crab Feed band is reconfirmed for next year or select/confirm different band.

October:

1. Ensure Commodore's Ball arrangements are finalized.
2. Ensure Commodore's Ball RSVP notice resent to members (assuming email invitation).
3. Ensure land events and cruise events are starting to be thought about for the following year.
4. Discuss plans for Annual development for following year. Assign people or committees for development of Annual (usually led by Communications Officer) and for soliciting Ads.
5. Ensure request made to update Flag Officer Orientation manual.

November:

1. Be Master of Ceremonies at Commodore Ball.
2. Ensure land events and cruise events are being worked for following year with budget estimates in consultation with treasurer.
3. Continue with Annual development plans. Annual Ad committee should be underway and soliciting ads.
4. Decide if same venue for next year's Commodore's Ball, or ensure the start of process to solicit new venue.
5. Decide if to retain same band for next year's Commodore's Ball and ensure confirmation (or confirm with different band)
6. Ensure Annual Dues notice is sent to all members.
7. Ensure updates to Flag Officer Orientation manuals have been completed.

December:

1. Negotiate and finalize lease with Semiahmoo Marina. Main lease for use of Board Room, Reciprocal Slip agreement, and Hardman addendum to the Reciprocal Agreement. Commodore and Treasurer sign the documents.
2. Ensure Fleet Captain is actively working the cruise events for the following year. Finalization will be required for the Annual by February. Require cruise hosts and key marinas booked.
3. Ensure Rear Commodore is actively working the land events for the following year. Finalization will be required for the Annual by February. Require hosts for major land events (e.g. Crab Feed).
4. Ensure main rooms are booked for AGM and Christmas Party at Blaine Marina.
5. Work with Communication's Officer to ensure work on the Annual is underway. If quotes are required for printing, assign responsibility to obtain.
6. Ensure arrangements are made for organization doing the Annual layout work if different from printing.
7. Ensure Annual ad committee is in place and working to solicit ads for the Annual.

8. Choose Annual cover pic and theme.
9. Ensure Budget Committee (new Commodore, new Rear Commodore, Fleet Captain, Treasurer) is in place.
10. Ensure donation sent to BC Marine Parks Forever and/or Sea Docs Society.

Embed templates or samples in relevant section or note appendices

Other: (may include an appendix, sample planning document(s), procedures

Revised by Laura Moore-Dempsey

Date: Dec 11, 2019

Prepared By Steven Mohr

Date: Oct 3/18