

Semiahmoo Yacht Club

Fleet Captain Position Description

General Description: The Fleet Captain is responsible for planning and executing the Club's annual cruising program.

Main Duties: Prepare a draft cruising plan for submission to the Board of Directors for discussion and approval by January of each year.

Finalize the cruising plan and budget following input from the Board of Directors.

Ensure that marina facilities and other locations for cruises are booked.

Recruit hosts and co-hosts for each cruise.

Ensure that the cruising plan added to the SYC website calendar as soon as they are booked and announced in Borderlines as upcoming with

1. when (date, time)
2. where
3. brief description if applicable
4. RSVP contact info

Cruise dates, locations, and agenda to be included in the Annual including input from cruise/cruise co-hosts (when feasible).

Promote the cruising program to the membership.

Prepare Fleet Captain ppt slides for and present at March AGM.

Provide appropriate support for cruise hosts and co-hosts throughout the cruising season.

Ensure cruise hosts/co-hosts

- 1) prepare announcement with cruise agenda, RSVP including response date in a timely manner in to Communications Officer for publication in Borderlines to allow membership sufficient planning time
- 2) include communication includes the guest fee (\$20.00 per boat per regular cruise)
- 3) are aware of expectation that following each cruise a summary be provided to Communications Officer for inclusion in next Borderlines and to Webmaster for posting on the SYC website
- 4) are aware of SYC inventory (decorations, cooking utensils, games, tents) and have access to storage shed

Provide periodic reports to the Board of Directors on the progress of the cruising program.

Notes:

Some marinas/marine parks require significant advance notice. The Fleet Captain should ensure that cruise locations are booked on a timely basis. Events to be held at Victoria Harbour require booking in the fall prior to the next summer cruising season. Contact should be made with the Greater Victoria Harbour Authority no later than October 1. The Memorial Day weekend cruise at Roche Harbor should be booked during that event for the following year. Events at Washington State Marine parks, such as Sucia Island, should be booked a year in advance. Other marinas will have differing policies and timelines on group bookings. Contact each marina as soon as possible after the cruising plan is approved to understand each marina's requirements.

Prepared by Martin Lockyer, July 21, 2019

Edited by Laura Moore-Dempsey, August 5, 2019