



SEMI AH MOO YACHT CLUB

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SEMI AH MOO YACHT CLUB EXECUTIVE OFFICER POSITION DESCRIPTION

POSITION

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

General Description:

The principal function of the Past Commodore is to make available to the Commodore and other Board members the benefit of his or her experience in managing the affairs of the Club gained during the period of time he or she served on the Board. In most instances the Past Commodore will have been extensively involved in the operation of the Club, serving as Officers and also likely serving as Rear Commodore, Vice Commodore, and Commodore.

Responsibilities: (in addition to Executive Board General Responsibilities and as per Bylaw)

Monthly:

January:

February:

March:

The Past Commodore will normally (but not necessarily) be appointed by the Commodore at the Annual General Meeting to be the Chairperson of the Nominating Committee, charged with the task of forming the committee of (3) and determining a Slate of Officers required to fill vacancies

for the subsequent calendar year. The Chairperson may choose whomever he or she wants to be on the Committee, but normally one member chosen will be the spouse or close friend of the incoming Commodore. The incoming Commodore may elect to provide guidance to the Committee as to who they might like to see approached to serve.

April:

May:

June:

July & August:

September:

At the Annual Meeting for the Nomination of Officers, the Nominating Committee Chairperson will be required by the Commodore to present the Slate of Officers

October:

November:

December:

Embed templates or samples in relevant section or note appendices

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