



# SEMIAHMOO YACHT CLUB

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[WWW.SEMIAHMOOYACHTCLUB.ORG](http://WWW.SEMIAHMOOYACHTCLUB.ORG)

Semiahmoo

## Yacht Club Executive Officer Position Description

### **Position:**

Reciprocal Chairperson as appointed by the Port Captain

### **General Description:**

Manage the reciprocal program for Semiahmoo Yacht Club (SYC)

### **Responsibilities:**

Through the website, "yachtdestinations.org" (YD), designed & managed by Orcas Island Yacht Club

1. Contact yacht clubs for new and current reciprocal agreements
2. Update SYC reciprocal information on the yachtdestinations.org (YD) website as an administrator

### **Monthly:**

January:

1. Login onto the Yachtdestinations.org website as an administrator
2. Refer to "how to use Yacht Destinations for club Admins" and review each section
3. Get a copy of the annual agreement between Semiahmoo Marina Condo Assn (SMCA) from the board president
  - a. Make sure the correct reciprocal information is on the YD website (i.e.: pricing and number of nights stay etc.)
4. Prepare and send out letters of agreement with the names of new Board members (i.e.: Commodore, vice Commodore etc.)

January through December

1. Periodically update YD website as new letters of agreement arrive from reciprocal clubs  
\*\*note: making changes on YD will automatically update the SYC website reciprocal listings

April/May:

1. Contact SMCA marina manager
  - a. Ask them to start a sign-in log of reciprocal users for the current year
  - b. Verify any rule changes with the manager

- c. Present an up to date list of reciprocal clubs or give instructions on how to access YD or SYC website to verify users club is on the reciprocal list
2. Schedule an “educational workshop” for SYC members on using reciprocal program

September:

1. Get the sign-in log from the SMCA marina manager as a reference of who uses the program

Prepared by Vic Childs

October 2018