



# SEMIAHMOO YACHT CLUB

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## SEMIAHMOO YACHT CLUB EXECUTIVE OFFICER POSITION DESCRIPTION

### VICE-COMMODORE

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

**Responsibilities:** (in addition to Executive Board General Responsibilities)

The Vice-Commodore assists the Commodore in the discharge of duties or in the absence if the Commodore shall perform the Commodore's duties.

In addition to what is described in the SYC Bylaws Article IX, Section 2 the following fall under Membership Chair duties for the Vice Commodore

#### Ongoing: New Membership Applications

- Circulate new membership applications (Bylaws Article IV, Sections 1, 2, 3) by email to board members for acceptance by 2/3s majority.



Acceptance Record  
Template.docx

- Advise new members by email once application is accepted, and advise applicant(s) of initiation fee and annual dues payment options to complete application process if not previously received. Request a photo for the Annual and advise how to order nametags.



Welcome to SYC.docx

- After membership application is approved by 2/3s of Board and payment of initiation fee and annual dues are received email new member names, contact information, sponsor, boat name, marina slip number to Communications Officer - Borderlines,
  - a) Webmaster – request to add to mailchimp list
  - b) Database Manager – add to member database
  - c) Port Captain – ensure dock box decal is provided with copies to Commodore and Treasurer.
- Ensure SYC new member package (welcome letter, burgee, club brochure/2 applications, Annual, education package, membership cards) are received by new members (ie: via sponsor, marina neighbour, mail, or other contact person).



Welcome letter NM  
Package.docx

- Maintain new member list and information and provide monthly to Communications Officer for Borderlines.

### **Monthly:**

#### **January:**

1. Liaise with treasurer to update annual dues paid membership list for current year membership cards printing. Membership cards are available at the AGM in March.
2. Liaise with treasurer to update annual dues paid membership list for SYC Annuals. Annuals are available to members at Opening Day in May.
3. Notify any members in arrears at 30 days past annual dues date in writing.
4. Request Communications Officer circulate request for member updates: name, contact information, boat, marina, new member or updated photos for Annual roster.
  - Communicate changes/updates to Database Manager and email contact updates to Webmaster as appropriate.
  - Maintain master list updates for Annual roster.
5. Prepare Vice-Commodore message for Annual, update picture if applicable.

#### **February:**

1. Prepare/update AGM presentation.
2. Notify any members with unpaid membership dues at 60 days following receipt of written notice (Bylaws Article IV, Section 4) the member shall be suspended until dues are paid.



Suspension Letter -  
Sample.docx

3. Continue with member updates: name, contact information, boat, marina, new member or updated photos for Annual roster.
4. Assist with Annual coordinator with draft and preparation.
5. Ensure paid member list is submitted to printer for personalizing membership cards with lead time sufficient for distribution at AGM.

#### **March:**

1. Ensure membership cards and member master distribution list are available at AGM.

2. Distribute membership cards and maintain cards received list with assistance at sign in table.
3. Present position as per Commodore's direction at AGM including previous years member update, plans for new member recruitment, nauti gear.
4. Assist Annual Committee/Communications Officer with draft and proof of Annual as requested. Final proof read and edits prior to be completed prior to printing.

**April:**

1. Continue to distribute membership cards at SYC events or as opportunities arise.
2. At 30 days after notice of suspension if fees remain delinquent SYC membership may be terminated and member(s) shall be notified accordingly.



Termination  
Notice.pdf

**May:**

1. Ensure Annuals, any remaining membership cards and respective member master distribution list are available at Opening Day.

**June:**

1. With assistance of Port Captain, Dock Captains distribute any remaining Annuals and/or membership cards or mail as per members request and as feasible. Maintain distribution records.

**July & August:**

1. Consult with nominating committee for next year's Officer's slate.

**September & October:**

1. Assist with Commodore's Ball, SYC awards,

**November:**

1. Begin Annual planning for upcoming year.

**December:**

1. Ensure notice(s) of dues payable and methods of payment for following year is circulated and noted in December Borderlines.