

## Club Job Descriptions and Duties

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# COMMODORE

Before your first Board meeting:

At least 6 months before Installation, appoint chairs for all standing committees. All chairs are members of the Board with one vote per committee. The Commodore may create or disband any standing committee as deemed fit.

Arrange for Board meetings and make appropriate reservations. Distribute meeting schedule for the year to the Board. Work with the Recording Secretary to ensure email reminders are sent out prior to each Board meeting. The Commodore has the discretion to schedule monthly Board meetings, which recently have been held on the last Monday of the month. It is not uncommon to skip the August and December Board meetings if the status of Club business allows.

Following the election of officers, call a meeting of the Budget Committee to have a budget in place as early as possible, and at the latest by March. This committee should consist of the current Commodore, Flag Officers-Elect, Treasurer and Treasurer-elect.

Obtain a gift for the outgoing Commodore to be presented at the January Installation of Officers meeting. This gift is traditionally a fine ship's clock mounted on a plaque commemorating the Commodore's service.

Arrange for the purchase and presentation of flags at the Installation of Officers meeting for the new Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Regatta Captain, Recording Secretary, Fleet Chaplain and Past Commodore.

Jacket patches are passed down the line. The outgoing Commodore will present appropriate flags and patches to the incoming Flag Officers. The incoming Commodore will make sure a patch for Past Commodore with 3 silver stars is ordered for the outgoing Commodore.

For first Board meeting:

Prepare and distribute Board contact list to members of the Board.

Assure that each member of the Board receives a current copy of the Constitution and By-Laws of the SBCC. These documents constitute the "rules" under which the Club operates. Job descriptions, Policy Manual and any other information deemed necessary may also be included.

Present a motion to the Board at the first Board meeting to designate the outgoing Commodore as an Honorary Life Member. Every Commodore fulfilling the two-year term is given Honorary Life Membership.

## **Each year**

Meet with key committees on an informal basis to coordinate their operations. Maintain a "clearing-house" to prevent conflicts – each chair scheduling events must clear the dates with the

Commodore or the Commodore's designee – usually the Vice Commodore. Cruise events, races and meetings should NEVER conflict! Prepare tentative overall SBCC event schedule and present to the Board as soon as possible and preferably by February.

Coordinate Rendezvous/Regatta schedules to keep both in close proximity whenever feasible.

Determine if any other yacht clubs are scheduled to participate in SBCC events and direct the Mailing chairman to mail each commodore a yearbook.

### Past Commodore Luncheon

Arrange for a luncheon (usually at the Snapper Inn) in the spring or late summer for all past Commodores to welcome the previous Commodore to the ranks of Past Commodores. Poll the past Commodores to find the best time. Present the Past Commodore with a special plaque and permanent membership card (see Artplak Co. file).

The Commodore should confer with the Historian and others to compile a list of contributions the immediate Past Commodore has made to the Club. The Commodore then drafts a nice letter outlining these accomplishments. The letter is mounted on a plaque and presented to the Past Commodore at the luncheon. All Past Commodores in attendance write on a nice piece of paper their names, the name of their boat and the years they served. This is also presented to the Past Commodore. Lastly, there is a gold-plated card that reflects the title of Honorary Lifetime Member that is presented to the newest Past Commodore.

### Commissioning Day

Traditionally, SBCC Officers wear blue blazer with SBCC jacket patches. Several committees are involved in this important day:

Hospitality Committee makes the reservation at the venue and provides refreshments.

Regatta Committee runs the Creepstakes race.

Commodore extends an invitation to the Host YC Flag Officers to attend. Utilize the SBCC PA system for the program.

Program Committee coordinates all other activities for the day.

Salty Sam auction may be held.

Try to get a representative of the USCG to speak briefly.

Try to get a representative of the USCG Auxiliary to perform yacht inspections.

### Order of Program

Benediction by member of clergy.

Chantyman to lead members in appropriate patriotic song.

Introduce invited YC Officers, Past Commodores present and distinguished guests. They may want to make a few comments.

Comments from Commodore, Vice Commodore, Rear Commodore, Fleet Chair, Regatta Captain as appropriate.

Raising of SBCC burgee (NEED large burgee and cannon).

Presentation or comments by USCG representative.

Presentation of Creepstakes awards.

Presentation of Ken Kondor award.

Presentation of 50-year member pins.

### Other Duties

Commodore may communicate with the membership via the Masthead column "From the Helm".

Communicate with other clubs, organizations, and governmental bodies regarding Club related activities as needed. Send letters of appreciation whenever appropriate.

Renew membership in the US Sailing Association (working with Regatta Captain) and the Yachting Club of America (working with Fleet Captain).

Renew insurance policies such as liability insurance (via City Underwriting Agency).

It is of the utmost importance that the Commodore attends all SBCC functions.

Flag Officers should attend any member's wake/funeral. Arrange to send SBCC condolences in accordance with the guidelines in place; notify members via email through the Mailing Committee. Ensure a donation is made in memory of the member in accordance with current protocol.

Appoint a Nominating Committee during August/September of the last year in office per the requirements of the SBCC By-Laws. Membership must have written notice of the Nominating Committee slate at least 30 days prior to the November elections. This notice is traditionally placed in the October Masthead.

Store and maintain the SBCC public address system (2 speakers, amplifier, microphone and stand, and speaker wires).

Delegate any of the preceding tasks to the Vice Commodore, Rear Commodore, and standing or ad-hoc committees.

Introduce new members at all major Club events and meetings.

COMMITTEES - Following are the job descriptions for the various board members and committees. These have been compiled by way of tradition, experience, input from past chairs and practical considerations.

## **VICE COMMODORE**

The Vice Commodore shall assist the Commodore in discharging his/her duties, and in his/her absence, shall succeed to the functions and perform the duties which would devolve upon the Commodore.

## **REAR COMMODORE**

The Rear Commodore, in the absence of the Commodore and the Vice Commodore, shall succeed to the functions and perform the duties which would devolve upon the Commodore.

The Rear Commodore is also responsible for maintaining and passing out the job descriptions.

The Rear Commodore is also responsible for maintaining and passing out the Policy Book.

## **RECORDING SECRETARY**

### **Board Meetings**

- Be present at all Board meetings and maintain contemporaneous record of all discussions. If unable to attend, arrange for an alternate to fulfill your duties.
- Prepare and distribute electronic copies of meeting minutes shortly after each Board meeting.
- Read the minutes of the previous meeting at each Board meeting (this may be dispensed with by a motion from a Board member) and make any corrections to the minutes as noted by the Board.
- Maintain a file of all minutes and committee reports submitted. Pass all information in good order to your elected successor.

### **General Meetings**

- Be present at all Club General Meetings to present the previous minutes and take minutes. If unable to attend, arrange for an alternate to fulfill your duties.

# **TREASURER**

## **After a new Board is installed**

- Treasurer, Commodore and Vice Commodore all sign checks. Corporate resolution, ATM cards and bank signature cards must be completed soon after each change in watch. The Treasurer needs to provide to the Bank the currently required documents to change the signing authority and ATM card ownership to add the new officers and remove any who are no longer in those positions.

## **Each Year**

- Maintain charts of account including budgets and previous year comparisons.
- Prepare annual budget for Budget Committee meeting, including historical expenditures by account, so the Budget Committee can make informed budget decisions.
- File IRS Form 990-N (electronic filing). Our fiscal year known to the IRS is 2018-03-01 and ending 2019-02-28. No reminder form is received to prompt this filing! From the IRS website: Form 990-N is due every year by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of your tax year. You cannot file the e-Postcard until after your tax year ends.
- NYS Sales Tax is filed on-line and is due by March 20 each year.
- Insurance premiums are due in November.
- GSBYRA payments made by members are accumulated and paid to GSBYRA typically in April.
- Other club membership invoices are paid as received including: US Sailing (2 memberships, one for PHRF, one for club membership), Yachting Club of America, SBCC website and SBCCRACING website.

## **Monthly**

- Provide monthly financial statement reports to the Board. Report at general membership meetings the financial status of the club. Show current month and year-to-date budget figures.
- Checkbook will be reviewed periodically by person assigned by the Board.
- Visit the SBCC post office box to handle any correspondence received. Coordinate with Corresponding Secretary regarding mail under his/her responsibilities.
- Obtain from Membership their monthly membership report of how many people paid and how much of the dues to be applied to GSBYRA. Calculate and set aside amounts due to GSBYRA and sales tax.
- Responsible to receive, deposit and allocate to budgets for cash and checks from any source.
- There are bank accounts checking, savings and optionally a CD.
- Income: Membership dues, Initiation fees, Storekeeper and bank interest.
- Expenses:
  - All 4 insurance policies (#7324625, #7324626, #79898242, #82603480) are purchased through David A. Hyer, City Underwriting Agency, 2001 Marcus Avenue, Suite W180, Lake Success, NY, tel (516) 358-3524, email: [dhyer@cuagency.com](mailto:dhyer@cuagency.com)

- Donations (i.e. LI Maritime Museum – amount to be determined by Board each year)
- Committee expenses. All Committee expenses must be provided for in Committee budget and receipts are required for reimbursement.

## FLEET CAPTAIN

- Supervise the operations of the cruising program.
  - Specify ground rules for cruise participation in the Masthead prior to the first rendezvous.
  - Develop official cruise schedule and identify willing and capable Cruise Captains.
  - Schedule weekly rendezvous and identify willing and capable Rendezvous Captains.
- Rendezvous themes should be activity oriented whenever possible. Rendezvous are an opportunity for newer members to sign up and get involved in Club activities. Encourage newer members to host a rendezvous by passing around a signup sheet at fall meetings and the Holiday Party.
- Cruise and Rendezvous Captains operate under the jurisdiction and direction of the Fleet Captain.
  - Coordinate with Regatta Captain to arrange “core” race and rendezvous locations in close proximity.
  - Remind Rendezvous Captains of their assignments and inform each they are responsible to arrange for substitute captains if rendezvous assignments cannot be met. Rendezvous should never be cancelled. Participants, as captains of their vessels, should make their own decisions in the event of foul weather. Location changes should be undertaken with great deliberation. Changing locations or cancelling rendezvous can result in confusion and disappointment when not every Club member gets the message and winds up at the wrong location.
  - Tabulate and total rendezvous and cruise attendance for year-end Cruise Award presentations. Publish rendezvous and cruise attendance results in the Masthead two months prior to Cruise Awards Meeting to ensure accuracy of results. Work with the Trophy Chair on types of awards to be presented.
  - Schedule cruise planning meeting in late winter or early spring to gather ideas and possible itineraries for annual cruises.
  - Work with Cruise Captains to maintain Coast Guard Local Notice to Mariners to ensure inlets are passable and buoys and other navigational aids used on cruises are on station and functioning.
  - Schedule a Skippers Meeting prior to cruise departure to present details of cruise itinerary to the membership. Also publish details of upcoming cruises in the Masthead and on the SBCC website.
  - Renew annual Yachting Club of America dues. Treasurer will send them the \$500 dues; Fleet Captain should fill out the form that Yachting Club of America sends and mail it back to them. Coordinate with the Commodore on this renewal.

## REGATTA CAPTAIN

Regatta Captain supervises the operations of the entire racing program. The Handicap, Protest, Scoring Committees and Racing Webmaster are under the jurisdiction of, and should follow the direction of, the Regatta Captain.

- Race schedule is to be coordinated with the Fleet Captain and other Club activities. Don't conflict with races run by other yacht clubs whenever possible.
- Assign Race Committee duty considering where the members keep their boats and what races they have recently raced (i.e. don't assign a Bay Shore start to a yacht berthed in Patchogue). Consider publishing an early request for skippers to volunteer for committee duty to better fit their personal schedules.
- Review racecourses and check buoy locations with Coast Guard Light List/Local Notice to Mariners.
- Remind Race Committee of assignments by email prior to assignment; include a copy of the SBCC Race Committee Procedures and instructions for how to report results to the Scoring Committee.
- Maintain Race Committee equipment, canon – 2 sets. Ensure that a sufficient supply of canon shells is available.
- It is critical to proofread the yearbook race schedule, courses and program description. Any mistake in this area will cause confusion in the fleet as these race instructions are the only directions given to racers. Carefully proofread before submitting to yearbook and then again when they get proofs back (you will probably have to initiate this one).
- Schedule a Skippers Meeting annually soon after racing is over to solicit suggestions from racers as to improvements/changes needed in the program. This is also a time to consider presenting your plans for the next race season (it is never too early to start planning). You may also consider combining the Skippers Meeting with the Race Awards Meeting.

### Timeline/Description of Duties

**December:** Put together your Regatta Committee and other Committees. Be sure to create a cross section of the Club if possible (different boats, skills, personalities, etc.).

Review past year with prior Regatta Captain. Hold skippers meeting or poll racing community for any new ideas, changes, etc. to try for the new season. Review all information with your Regatta Committee/Handicap and start planning for new season. If changes are needed then be sure to update information so it is ready for the yearbook (like course changes, Notice of Race or Sailing Instructions) when they need it (February).

**December/January:** Contact the Flag Officers and/or the Treasurer to understand the budget for the prior year, the new year, and to relay any incoming expenditures. Sometimes equipment like signal flags, cannon shells and buoy lights are needed. If requested submit a budget to the Treasurer for review. Budget is typically spent on equipment and parties for the Babylon Cup and Last Chance Race when we are hosting.

Put the race schedule together. Typically, the schedule is similar to the prior year unless something is specifically being changed (like trying a new date for a weekend event to boost participation or to accommodate dates of rendezvous/cruises). Be sure to share your schedule with Fleet Captain.

When putting the schedule together, it is important to make contact with other clubs like Babylon Yacht Club, Bay Shore YC (Ray Terry Cup), Unqua (West Cup) and Long Island Yacht Club (Mayors Cup) to try not to schedule events on top of each other. Babylon YC is the most critical here because we share a lot of the same people. The fewer conflicts the better. As part of this process, make sure to firm up dates at the BYC where we are hosting a race, like the Babylon Cup (June) and the Last Chance Race (October). Do not schedule any races on the July 4<sup>th</sup> weekend or the first Sunday in October (Louis Orr) - these are BYC's premier events.

Once the schedule is close to being final, send it out to the racing community to have people sign up for Race Committee. This way everyone gets to pick dates and locations they want. Keep sending it out until it's full. Regular racers should take 2 RCs and new first year racers should take at least 1. You may wish to require or suggest that regular racers who crew on other boats take a RC. If you end up short then assign people races, there are always some people who try to run and hide!

Once you have the schedule complete and RCs filled out, send the schedule to Fleet Captain, Yearbook, and the GSBYRA. It is good to get this done as early as possible. Once you get the proofs for the yearbook back from the Yearbook Committee, make sure there are no changes since you submitted it so that it's accurate for printing.

**February/March:** Book a room at the West Islip Library for the Skippers Meeting in first week of May; usually the last Thursday before racing starts. Call the library at (631) 661-7080. You need a room for 25+ and it helps to let them know if you need equipment such as a projector or other hookups so they are ready for you.

**May:** Once the racing season starts, be sure to maintain communication with the club about results and upcoming races. This has been done via email over the past few years and works well. As part of this also try to contribute to The Masthead on a monthly basis about what is going on in racing. The more information that people can get the better, but at the same time try not to send more than one email a week to avoid confusion or be annoying! Friday is usually a good day.

As the season progresses keep track of any issues that may arise for later discussion with the Regatta/Handicap/Scoring/Protest Committees. It may be helpful to have issues submitted in writing to keep them factual and to keep track in case the same issues or people keep coming to the forefront. Keep an eye on Race Committee work, which sometimes needs adjusting to keep it tight. Also maintain regular dialogue with your committees to get feedback on anything going on in the fleet. If you have protests be sure to communicate with the protest committee so that you are informed of any issues. Let them do their work but it helps to know what happened and what the resolution was.

It is important to sail in as many races as you can (whether you race your own, crew or even spectate) - you have to participate in your own program!

**Activities/Events that require specific planning:**

1. File Marine Event Permits for the season: This is a requirement of the USCG. They need to know what events we are holding, how many people, duration etc. This helps with planning and placement of their assets. Prior year event permits are on file for review. USCG contact for this process is Travis Cortopassi, who is very helpful. Email him the schedule for the new season and he will help you along – [Travis.L.Cortopassi@uscg.mil](mailto:Travis.L.Cortopassi@uscg.mil). **This must be done before March 15.**
2. Skippers Meeting: Outline the incoming season. Get everyone up to speed on any changes. Answer questions, welcome new players. Get crew lists going so that if people are looking to crew people can get connected.
3. Creepstakes (Commissioning Day): Touch base with Trophy to secure awards to hand out. Say a few words about the new season and welcome all to get involved. Make sure you have a scorer ready to score on site or within a few minutes of the race completion so you can announce results.
4. Babylon Cup: Usually the first or second Friday of June (work it out with BYC Regatta Chair). We host this event so we need to provide food and beverage. In the past we have done pasta, pizza, etc. and then a cooler of beer, water, soda. This is covered under the Regatta budget so that we are not charging BYC Members at their own club. Make sure you can have this race scored on site or ASAP so you can hand out awards - also touch base with Trophy on this so that awards are on hand.
5. Last Chance Race: End of October. Postrace we try to announce results and offer some food, beer, water, soda. This has been done in the BYC Junior YC the past few years. This is covered under the Regatta budget.
6. Discoverer's Race/Ray Terry Cup: Held with Bay Shore YC. This race may be run together, coordinate with Bay Shore Regatta Chair to see who will do what (they may do RC, we may score, etc.). This race is also coordinated with a rendezvous at Altantique so work with Fleet Captain as well.
7. If the SBCC Program Committee wants to run a racing-based program assist as needed (rules seminar, race talk, etc.).
8. Racing Awards: At the end of the season gather all the results data from the year. Have a few people review it. Have scoring review it. Touch base with Trophy to make sure they understand it and the timeframe for completion. Secure a date/venue for the awards. Typically the awards have been in early February. Contact the prior Regatta Captain for details on cost, setup, contacts, etc. Make sure you have something on hand to hand out to crews like mugs or hats in addition to the awards. Request that your Regatta

Committee assist with setup, awards handout, etc. Make sure that someone is on hand to take pictures, usually someone from yearbook.

**General Notes**

Attend Board Meetings and provide a report on the racing program. If you are not able to attend send a written report.

Communicate! Everyone is busy so keeping in touch with the racing program/club is important. As part of this be clear and answer questions as best you can. If it's not your specific area refer it along to the right committee (Handicap, Scoring, general club business, etc.) for their review.

If requested, help find your successor and get them up to speed to ensure a smooth transition and program continuity. Try to save any documents you create/use and pass them along to your successor. This is particularly helpful with schedule templates, Notice of Race, Sailing Instructions, etc.

## **MEMBERSHIP**

- See SBCC By-Laws and be intimately familiar with:
  - Chapter III for Requirements of Membership
  - Chapter VIII for Duties of the Membership Chair
  - Chapter XIII for Dues Requirements
- A membership computer program is available that provides for entry of all pertinent membership information and produces needed reports. The program contains detailed instructions for performing all operations and handling all different membership situations (i.e. boat partnerships, special fields, etc.). The Membership Chair is responsible to understand these instructions and direct any questions to the creator of the membership program. The Chair must have their own license for Microsoft Word and Excel to produce the reports.
- Maintain membership records including name, address, phone, spouse, yacht name, sail number, year joined, yacht rig, LOA, draft, model, HCP, paid/not paid.
- Deceased members – IMMEDIATELY update the records changing the mailing address to that of the surviving spouse and notify Mailing and the Corresponding Secretary.
- Maintain and provide monthly statistics on membership, including number of:
  - Current members
  - Paid members
  - Unpaid members
  - New members year to date
  - Resigned members year to date
  - Deceased members year to date

### **Process new members**

- Receive and evaluate membership applications from prospective new members. The Membership Chair is responsible to determine if the prospective member is eligible for membership as described in detail in the By-Laws (i.e. yacht requirements met, proximity to Great South Bay, prior affiliation with SBCC, unique sail number, etc.). All application questions or deficiencies should be resolved with the prospective member and/or their sponsors before presenting the application to the Board for approval.
- Prepare a summary of the prospective member (including applicant name, address, contact information, yacht name, yacht description, sail number, sponsor names) and present to the Board for approval. A few copies should be brought to the meeting so the Board can review the details of each proposed member. The Welcoming Committee will use these summaries to communicate with the new members.
- Upon approval of the Board:
  - Dues checks are to be immediately forwarded to the Treasurer. Annual membership dues are:
    - Regular members are \$160 Junior & Senior members and Associates are \$80.
    - Initiation fee of \$70 charged for New Regular memberships only.
  - Membership Chair will promptly update the membership database with the new member's information to ensure the new member quickly begins to receive invitations to Club events and copies of the Masthead.
  - Sail numbers require special processing.

- All yachts require a sail number (integers only – no letters, fractions or leading zeros).
- Valid sail numbers are between 11 and 99999 (numbers 1 through 10 are reserved and may not be assigned to new members).
- Sail numbers must be unique within the SBCC membership; that is, no two yachts may share the same sail number.
- If a yacht does not have a sail number, or if the yacht's sail number is already in the SBCC fleet, the Membership Chair will work with the applicant to assign a unique sail number.
- Members approved after October 15<sup>st</sup> will have their dues applied to the following year.

### **Membership renewals**

- Membership Chair will use the membership program to generate dues notices each November for the upcoming year, including “change of information” requests.
- The following member categories must have the proper yearly fee indicated on their renewal notice:
  - Regular member \$160; \$150 if paid by January 1
  - Junior member \$80; \$75 if paid by January 1
  - Senior member \$80; \$75 if paid by January 1
  - Associates \$80; \$75 if paid by January 1
  - Honorary Life Members do not pay SBCC dues, however, they should receive “change of information” and GSBYRA dues requests.
  - Membership Chair will use the membership program to send out reminder notices to members who have not yet paid dues for the year.
  - Members who do not pay their dues are carried for one year but removed before the start of the next year. The Membership Chair is to ensure these members are removed from the membership program before the membership list is provided to the Yearbook Committee.
  - Generate membership cards for all members who are paid and in good standing at the beginning of each year. Scrutinize carefully to make sure none of the names have been cut off of the cards. Traditionally, these cards are delivered to members on Commissioning Day. Share a table with the Yearbook Chair to coordinate the distribution of membership cards with the yearbooks. Undelivered membership cards are presented to the Mailing Committee for mailing only for members who have paid their dues.

### **Membership Reinstatement**

- Members who resign in good standing (GS) may rejoin by re-applying using the procedure for new members. Dues for GS members rejoining as Regular members are annual dues of \$160 plus a standard initiation fee of \$70.
- Members who resign not in good standing (NGS) may rejoin by re-applying using the procedure for new members. Dues for NGS members rejoining as Regular members are annual dues of \$160 plus an initiation fee of \$160. (equal to one year annual dues).

## **Membership Status/Procedures**

- January 1: annual dues are due. A 90 day grace period is allowed for payments.
- April 1: members with unpaid dues become NGS (not in good standing) and Club privileges are revoked except for limited e-mail and Facebook access.
- June 1: members with unpaid dues will have all Club privileges revoked.
- December 31: members with unpaid dues will be terminated and removed from the SBCC active member listing.
- The Membership Chair has the authority to present exceptions to the above for Board consideration and approval on a case by case basis (ie., temporary financial hardship, etc).

Note: Since 2016, the company that prints the yearbook also prints and laminates the membership cards free. Generate the membership cards and send the Word doc to the Yearbook Chair before the yearbook is sent for printing, generally around April 1<sup>st</sup>. He will send the yearbook and the cards to the printer electronically at the same time.

Provide the Yearbook Committee a computer file of all members in good standing for publication in the yearbook. Receive proofs from the Yearbook Committee of the proposed lists of the membership and review carefully and more than once! It is critical that the yearbook contain accurate information on all members, and only members in good standing.

## **Membership Timeline**

November	Create a new dues letter and update the membership forms with the new Membership Committee info.
November/December	Run the dues letters and forms to be mailed to the entire Membership.
December to August	Collect dues payments with updated forms and enter new info into the database
December	Put Dues Reminder in the Masthead – Due January 1 <sup>st</sup> .
January 1	All dues payments are due.
February	Send an email out to those who have not yet paid.
April 1	Print the membership cards to give out with the new yearbooks at the Spring Party and Commissioning Day to all who have paid their dues. Any cards not given out go to the Mailing Committee to be mailed out with yearbooks. Do not mail membership cards or yearbooks to anyone who has not paid dues.

	Provide list of unpaid members to the Board as Members not in good standing. Webmaster to note status.
June 1	Provide list of unpaid members to the Board as Members not in good standing. Webmaster to note status.
Monthly	Collect info on new member applications and submit to the Board for approval.
Monthly	Submit a Membership Report to the Board.
As Required	Update the database with any changes in names and addresses.
As Requested	Support other Committees with membership info as necessary (ex. List of all members for party attendance).

## **CORRESPONDING SECRETARY**

The Corresponding Secretary shall be in charge of the Club's official correspondence and shall keep the general membership informed of the activities of the Club.

Retrieve the Club's mail at the post office box and forward to the Board as required. Coordinate with the Treasurer with regard to mail under his/her responsibilities.

Manage the electronic image for letterhead.

### **Masthead**

- Publish a monthly newsletter for the General Membership in months when there are significant Club activities.
- The Corresponding Secretary, as editor of the Masthead, is responsible for editing the articles. The Corresponding Secretary may accept contributions from members, but the provision of content in the Masthead is ultimately the responsibility of the Corresponding Secretary.
- Email pdf copy of Masthead to Mailing Committee for US Mail to members without email capability.
- Email pdf copy of Masthead to Mailing Committee to email to the membership.
- Masthead includes:
  - From the Helm (Commodore's column)
  - Over the Bowsprit (upcoming events)
  - Bulletin Board
  - New Members (include all information that would appear in yearbook as well as any relevant personal information you can find)
  - In Memoriam
  - Rigging Locker (ONLY for Club members' NON-COMMERCIAL advertisements)
  - Race Results
  - any other material deemed pertinent

Provide any necessary correspondence at the request of the Commodore and Board.

### **CORRESPONDING SECRETARY TIMELINE**

1<sup>st</sup> through 14<sup>th</sup> of the month: Gather anything you might contribute to the Masthead. Contact someone who you think might have information that could be included in the newsletter (i.e. Call someone who just returned from a blue water cruise to write an article).

15<sup>th</sup> of month: Send out an email to the Board Members and to other members who contribute to Masthead columns requesting content for the newsletter and assign a due date (i.e. 28<sup>th</sup> or 29<sup>th</sup> of that month).

22<sup>nd</sup> of the month: Members should be sending you emails. You may need to remind major contributors such as Hospitality, Program, Fleet Captain, Regatta Captain and Commodore with a 2<sup>nd</sup> email if you haven't heard from them.

22<sup>nd</sup> through 28<sup>th</sup> of the month: Start building the newsletter into the template for the Masthead, reading and editing the columns.

28<sup>th</sup> through end of the month: Finish all the cut and pasting, editing, etc. and get the Masthead out to the Mailing Committee.

# HOSPITALITY

## General Notes

- The previous Hospitality Committees have maintained a binder of information that will be useful to the Committee and helps to not “reinvent the wheel”. The binder contains statistics, prices, prior invitation text and menus from prior events, and contact information for establishments and vendors (e.g. tent rental; port-a-potty).
- The Hospitality Chair is responsible for storing hospitality equipment, supplies and inventory. Arrange for the transfer of the current inventory from the prior Hospitality Chair as soon as possible and complete an inventory so that you will know which items are plentiful and which need to be replenished—e.g. paper plates, napkins, and plastic cups. Ensure all equipment required for the event is in working order—e.g. coffee urns, propane burners. New in 2019: Supplies are stored in the locked SBCC trailer located behind BSYC.
- Hospitality is responsible for 5 parties per year:
  - Spring Cocktail Party
    - A Saturday in April, but not on a religious holiday weekend (Palm Sunday, Easter and Passover)
    - Traditionally at the Bay Shore YC
    - Usually hors d’oeuvres and cocktails
  - Commissioning Day
    - Always Memorial Day Monday
    - Held over the years at Babylon YC. In 2019 it was moved to BSYC.
    - Heroes, hamburgers and hotdogs, or other sandwiches and a keg and wine
  - The Blast
    - Traditionally the first Saturday in August, the day before the Around the Bay Cruise starts.
    - Clams on the half shell, chicken, steak and lobster dinners
  - Fall Boat Yard Party
    - First Saturday in November
    - Chili, hot dogs, clam chowder or Oktoberfest theme
  - Holiday Party
    - Second Saturday in December
    - Must reserve early—this is a very busy time of year!
    - Hors d’oeuvres, cocktails and dinner
    - DJ or band
- Set up dates, arrange for locations, including completing contracts if necessary—and notify the Yearbook Committee early.
- Pay particular attention to the establishment “capacity” limits.
- Note that for some events, the location must have adequate cooking (not just reheating) facilities available so the Committee can prepare food. As well, very few provide ice.
- Obtain contracts whenever possible. Often arrangements are made far in advance and facility personnel may change or “forget” what was agreed to. A written agreement helps everyone.
- Provide the events schedule, including venue if secured, to the Yearbook Committee in time for printing deadline in February.

- Prepare invitations and reminder notices to be sent out by the appropriate committee
- General Meetings are held at almost all events; bylaws require members receive 15 days' notice.
- Check the binder for text used on previous invitations.
- Draft an invitation for each event. Send to the Mailing Committee, allowing sufficient time for printing and mailing to members who don't have email.
- Invitations must include, as appropriate for the venue and occasion:
  - Date & time
  - Place (including directions)
  - Type of food & price
  - Program (e.g. time of General Meeting) and entertainment, if provided
  - RSVP contact information: name, phone, email address
  - If the establishment has a capacity limit, consider including:
    - "attendance is limited"
    - "reservations a must"
- Be sure to include information and pictures about the event in the Masthead.
- About one week before the event, have the Mailing Committee send out an email reminder to members, especially if RSVPs are required.
- Find willing workers to serve on the Committee – too many is never enough!
- Start recruiting early—even starting at the Holiday Party.
- Meet with Committee members to organize menu and decorations and assign tasks before each party.
- Tasks for Committee members to perform at the event:
  - Decorations
  - Table to take admission fees and check off pre-registered guests for accurate head count
  - Set up food service area
  - Set up serving/dining tables
  - Set up coffee pots
  - Cook and/or serve food
  - Clean up
  - Transportation of supplies and equipment
- Reimburse Committee members who purchased supplies (must have receipts).
- Pay/tip stewards.
- Pay entertainer.
- Pay establishment.
- Follow up events with thank yous and special mentions where appropriate in the Masthead, both to the establishment, its key personnel (e.g. the Commodore), and volunteers who helped make the event a success.

### **Finances and Record-Keeping**

- The Hospitality Committee budget is intended to cover the funds needed to pay for facility rental fees. The goal is for attendance fees to cover all other costs (e.g. food and drink, decorations and entertainment).

- See spreadsheets set up by previous Hospitality Chair for recording revenue, expenses and RSVPs.
- If the venue requires a deposit, obtain a check from the Treasurer.
- Purchase items for the event, keeping careful track of all expenditures. Resist the temptation to buy too much.
- For each event, calculate the approximate cost of the party and set the admission price. Do not include the cost of the venue in your cost calculations. The best-attended parties are those that are affordable.
- After each event, and before preparing a report for the Treasurer, reimburse Hospitality Committee members for any expenses they have incurred on behalf of the event, and obtain receipts. These reimbursements can usually be made from the cash drawer. Be sure to note on the receipt that the member was reimbursed, and how much.
- Calculate revenue vs. expenses (each should be itemized) and prepare a report for the Treasurer immediately following the event. Deliver the report with cash and checks received at the event, after reimbursements have been made.
- If additional reimbursement is required, be sure to have properly completed forms and receipts for the Treasurer, along with instructions as to who to reimburse, how much, and where to send a check.

# YEARBOOK

## Committee

The Committee Chairperson will act as the Editor in Chief of the yearbook. The Chair will organize a committee, make assignments, liaison with the printer, manage the production schedule to meet deadlines, and make final decisions.

Ideally, there will also be a Photo Editor who will take the lead in collecting, organizing, and selecting photos, with input from the rest of the committee.

No one person or even two can do an adequate job in preparing the yearbook; it needs a committee of at least five who are dedicated and diligent. It is essential to have 1-2 Flag Officers to consult on racing, membership, protocol and general guidance, and in general to have veterans of the club who can provide a historical perspective.

It is important also to try to have 1-2 new members who can use the experience to become acquainted with many Club members in a hurry.

## Production Schedule

Working backwards, the yearbook is distributed at the annual April spring event, which means it needs to be delivered to the printer a month earlier, about mid-March. This means that the yearbook should essentially be completed by late February in order to go through a rigorous last proofing before going to the printers.

A fair amount of the yearbook is simply repeated from year to year, so this can be started at any time. The earlier the boiler plate material is done the better—for instance, holding a first planning meeting in November and meeting once a month, with communications (especially about corrections to the working draft) done by email in-between meetings in order to have the book ready for final proofing by mid to late February.

Experience has shown the following schedule works for April distribution:

- As early as possible, solicit electronic photos from members through the Masthead and SBCC Facebook page. Do not overlook possibilities for other artwork, such as illustrations and paintings done by members.
- At the same time, begin soliciting stories for the sections on Significant Accomplishments (racing) and Sailing off the Bay (cruising).
- Request logs, reports and photos from Cruise Captains for the one-week and two-week cruises.
- Request message and photo from the Commodore, Fleet and Regatta Captains. This will permit framing of the sections, while allowing text corrections to be made at a later date.
- Assign committee members to work on the new member section at the first committee meeting.
- Request updated information from the membership committee about 50-year members and deceased members.

- Request updates to all racing pages, including winners of races from the Regatta Captain.
- Request updates to all cruising-related pages, including winners of cruising awards from the Fleet Captain.
- Each page should be laid out in outline form until the photos and content for that page are secured; this will provide a continuous update for how many pages there will be.
- The majority of the photos should be in by mid-January. Utilize the committee to help select photos and ensure a wide variety of people and yachts.
- Request membership lists from the Membership Committee. Use the previous year's lists as placeholders until the new information is provided. This will usually be the last updated information to go into the book, so that it will reflect every possible existing and new members and associates.
- Allow at least one Flag Officer to proof the printer ready product early enough so any concerns can be addressed.

## **Content**

- The yearbook is the face of our Club, and the guidebook for the year's activities.
- The primary requirement is that the Yearbook Chair must strive to have all information correct. It is extremely important that the member, yacht, racecourse and activity schedule are correct.
- The Yearbook Chair must thoroughly proofread every completed section at every step of the process. Have the respective committees also proof whatever they supply, and again after a redraft of their material. When proofs are returned from the printer they must be rechecked completely.
- The yearbook should contain many high-quality photos (150 – 200 suggested) and should represent a homogeneous mix of the SBCC membership, activities, functions, guests and boats.
- Choose the fonts carefully. Recently the yearbook has used Arial 9.5 for text, and slightly smaller for the membership lists.
- Inputs from other committees and officers should be received electronically, including scanned or digital photos.
- Recent yearbooks have had the following sections:
  - Front and Back Covers – thoughtfully select several photos or sketches and have the Committee help select the cover that is most appropriate, considering the yearbook cover will make a first impression, especially for prospective new members.
  - Cruise song
  - Flagship photo and information about SBCC's memberships, web URL, Facebook page, etc.

- Content
- Commodore's message and photo
- Fleet and Regatta Captain's messages with photos
- List of Officers, Governors and Committees including phone number and email for officers and committee chairs
- Social and Racing schedules, on facing pages, with rough date synchronization between the two schedules across the page. Use different colors and/or fonts to distinguish at a glance between racing events, club events, and cruises and rendezvous.
- New member introductions with photos
- Honorary Life Member and Past Commodore photos
- Club awards history, description and origin
- Cruising and Rendezvous program
- Race and Sailing instructions, including thumbnail locator for racecourse section
- Lists of Race Trophies, Cruise and Rendezvous awards
- SBCC Awards history, highlighting last year's recipients
- Logs of the previous year's cruises
- Stories about significant races and off-the-bay cruises that members were involved in
- Member, email, yacht and fleet lists
- In Memoriam
- Ship's store with photo, items for sale and prices
- Code flags in color on the inside-back cover

### **Printing**

- Start interviewing printers early so one is selected by January. Even if using the same printer, check in with the printer early to establish pricing so that the Commodore can prepare a budget. Consult with the printer also to determine preferred format and preferred delivery medium (CD, zip drive, email, etc.).
- Use high quality paper. Make sure the binding is tough enough to survive a year of use on the boat.

### **Distribution**

- Distribute as many yearbooks as possible at club events in order to avoid mailing costs.

- The first distribution point is at the beginning of the season, traditionally at the Spring Party.
- Distribute yearbooks also at the Skipper's Meeting and again at Commissioning Day.
- Maintain a very careful checklist to keep track of who has received their yearbooks and how many copies:
  - Board members: 2 copies
  - Member: 2 copies
  - Associates: 1 copy
- Deliver at least two extra copies to the Club Historian.
- Deliver extra copies to the Regatta Chair for the committee bags.
- Deliver additional books to the Commodore for distribution to other GSB yacht clubs.
- At least a dozen books should be delivered to the Welcoming Committee for inclusion in New Member and New Associate packages.
- A sufficient number of books should be given to the Mailing Committee at Commissioning Day to mail to members and associates who did not pick up their books in person, along with a list of who did not pick up their yearbooks. Do not mail to people who have not paid their dues.

## **HANDICAP & MEASUREMENT**

- PHRF – SBCC is an official participating Club and must renew annual membership and order the latest updates.
- Hold Handicap Committee meetings in the early spring to review all handicaps and process any changes or adjustments. Email suggested change plans to the Committee members well before the meeting so as to allow them to review and research any issues and be prepared to complete all work in one meeting.
- A completed Handicap form must be on file for each yacht racing in the SBCC. If a form is not received, the yacht should not be scored until such time as the form is received and a handicap assigned.
- Handicap change requests must be submitted in writing and must describe the reasons the skipper believes a handicap change is warranted. The reasons must be quantitative or comparative in nature. Any change requests should be considered by the Committee and the affected skippers notified in a timely manner.
- Requests for handicap changes should be responded to in writing and should describe the reasons the request was either granted or denied.
- The Handicap Chair will select from the Club 8 members who represent a cross section of the Club including large and small boat owners as well as racers and cruisers. The Regatta Chair will be included as an adviser to the Handicap Committee. All Board members will be welcome at all meetings. The Handicap Chair will be the tie breaker on all votes.
- Handicap Chair should have final say, in consultation with the Regatta Chair where appropriate.

## SCORING

- Assign scorers to score races at the beginning of the season.
- Scorers must call the Race Committee if not heard from the next day after the race to ensure results are processed timely.
- Scorers score races and email results to race participants. **THIS SHOULD BE DONE WITHIN 24 HOURS.**
- Scorer photocopies straight sheet and emails the originals to the Scoring Chair.
- Scorer must contact other yacht Clubs immediately after any SBCC hosted invitational races that appear on our schedule to get race results. These results will be published in an identical manner to all other SBCC races.
- Scoring Chair runs official results and sends complete results printouts to the Corresponding Secretary for publication in the Masthead.
- Scoring Chair keeps a list of trophy places, series results and class championship. Race results list and protests must be checked before corrected race results for the year are forwarded to Trophy and Yearbook Committees.
- Copies of ALL race results are sent to the Commodore, Regatta Captain, Protest Chair and Technology Chair (for publishing on the SBCC website).

## MAILING

- The Mailing Chair is responsible for Club mailings and managing mailing expenses. It is suggested that all mailings be scheduled and budgeted at the beginning of the year, with allowance for some unexpected mailings.
- Hard copy mailing: provide mailing services for all committees.
- Provide membership mailing labels to any committee requesting them.
- Pick up Masthead from the Corresponding Secretary and mail out monthly to members without email.
- Manage membership emailing database.
- Receive updates from the Membership Chair as changes are made to the membership database. When new members are approved or when existing members change their email address, update them in Hosting Matters.
- Send official email notices on behalf of the Club via Hosting Matters.
- Email guidelines:
  - Club business that affects the entire membership.
  - Announcements of important events including invitations, name races, etc.
  - Reminders to Board members a week before the next meeting.
  - Imminent changes in schedule from the Yearbook Chair.
  - Recent death or current serious illness of member (or former member if requested by a current member).
  - All other items should be cleared with the Commodore or his/her designee.

## **FLEET SURGEON**

- Provide medical advice periodically through the Masthead on sailing-oriented health, treatments, issues, etc.
- Update cruising guide, medical section as needed.
- Participate in medical seminars hosted by the SBCC.

## **FLEET CHAPLAIN**

- Provide a blessing of the fleet at Commissioning Day ceremony
- Support the membership
- Visit member(s) in hospital
- Provide monthly commentary for The Masthead
- Provide spiritual support and guidance. Any such assistance will be privileged and confidential.

## **PROTEST**

- US Sailing Racing Rules of Sailing rules book must be obtained in alternate years, at no cost.
- The US Sailing Appeals manual must be obtained in alternate years, at no cost.
- Protests should be handled according to the rules and procedures as outlined in the US Sailing Racing Rules.
- The Protest Committee should be a pool of people who have a fundamental understanding of the Racing Rules of Sailing - it does not necessarily have to be skippers – crew members are equally acceptable.
- Review and update the Protest section of Sailing Instructions annually.
- Review any changes to the Sailing Instructions. Coordinate with the Regatta Chair.
- Protests should be scheduled within 1 week of the race. Try to utilize the same day of the week – i.e. Monday.
- Acknowledge receipt of filed protest and forward to parties listed.
- Coordinate all correspondence between the Protest Committee and parties.
- Upon completion of protest hearings, inform the Scoring and Regatta Chairs of the results of the hearing so any changes to race results can be processed.
- The Protest Chair must be prepared to provide a protest committee to support any venues that the SBCC manages immediately after the day's races.

## **TROPHY**

The job of the Trophy Chair is to purchase the awards for racing and cruising events throughout the year. For the most part, results are tallied and awards are presented at the annual racing awards event and cruising awards event in late Winter/early Spring. These events can be conducted together or separately. This task is what makes up most of the work for this position. It is important to plan in advance, as time is needed to compile the list of results, get confirmation from the Regatta and Fleet Captains, decide what awards to get and order the awards in time for the awards presentation.

The Trophy Chair works with the Program Committee to set the date and time of the Award Events. At the actual events, the Trophy Chair sets up the awards in a nice presentation and then assists the Fleet Captain and the Regatta Captain in presenting the awards in any way the respective Captain wishes.

Interestingly, the awards ceremonies are held in the year following the actual year the awards are earned. So, the first year that the Trophy Chair is in office, it is the responsibility of the prior year's Trophy Chair to do all that is outlined in this summary. However, it is a good opportunity for the newly appointed Trophy Chair to work alongside the prior year's Trophy Chair to gain the knowledge and understanding of the position.

The Trophy Chair can have a committee to assist in compiling data and selecting awards. Although not a requirement, it is logical to include members who are involved in the racing program and the cruising program on your committee.

### **ONE-TIME AWARDS**

The awards that are not presented at the annual awards events are:

- The Ken Kondor Perpetual Trophy and its corresponding "keeper" award and Creepstakes trophies which are all presented on Commissioning Day.
- Any Invitational Cup races which include members from other sailing organizations, such as the SBCC/BYC Babylon Cup and the West Cup Trophy – these trophies are presented at the conclusions of these races.

It is necessary to order these awards in advance of the events. Only the Ken Kondor Trophy and its corresponding "keeper" award have the winner's name inscribed in addition to the name of the race. All other one-time awards have the name of the race only on the award. It is necessary to keep an open line of communication with the Regatta Captain during the Spring and Summer seasons so that it is known which Invitational events need to have trophies provided by the SBCC. There are occasions when other yacht clubs or sailing organizations may provide the awards.

## **END-OF-YEAR AWARDS**

In mid-December, collect the Racing Awards Results from the Regatta Captain and the Cruising Awards Results from the Fleet Captain. Put together separate spreadsheets for racing and cruising which detail the award recipients.

Racing Awards include:

- Babylon Twilight Race winners, as well as overall Season Champion
- Bay Shore Twilight Race winners, as well as overall Season Champion
- Current season's perpetual trophy winners for Commodore's Cup, Broadside Trophy, Cary Pearsall Trophy, Deale Trophy, Governor's Cup, Smith Trophy or any other perpetual trophy listed in the yearbook
- Previous season's trophy winners receive a keeper award which they keep, since they have returned the perpetual trophy for this year's winner to possess
- Other Races including Ed Brooks Memorial Race, Discoverer's Race, Last Chance Race and Turkey Race

Cruising Awards include:

- Rendezvous attendance of at least 4 rendezvous; 8 or more receive additional recognition
- Sheila Daytz Award for most rendezvous attended
- Sheila Daytz Keeper Award for the previous year's winner
- Rendezvous Host
- 1-week and 2-week Cruise Captains
- Cruise Attendees
- Green Water Award Certificate
- Blue Water Award Certificate

In mid-December, arrange with Program Committee for trophy awards dates and locations. Be careful not to book during Presidents' Week when many people may be away.

Once the award summary/compilations are complete, send them back to the respective Fleet and Regatta Captains for their review and concurrence. Then begin the actual award selection, working within the budget guidelines.

Also, during December, contact the holders of the previous year's Perpetual Trophies and arrange to get them returned to you. You will need to have them engraved with the current year's winners. You will want to have them returned to you at least one month prior to the awards event.

If this is your last awards event, be sure to involve the incoming Trophy Chair to the extent that he/she wishes to be involved, so there is a smooth transition going forward.

# PROGRAM

## Mission of Program

- Provide entertainment and knowledge to members and guests
- Help create an awareness of the Club by opening up our seminars to non-Club members
- Assist in setting up the four General meetings
- Support membership in finding and closing on new members

## Program Events

### General meetings

- Installation: every other year – see below
- Spring Party: Hospitality has the lead
- Commissioning Day: Hospitality has the lead; Commodore does the event scheduling. Bring honor guard.
- The Blast: Hospitality has the lead; speakers
- Boatyard Party: Hospitality has the lead; speakers

### Notes:

- No general meeting should include more than two events (not including a General Meeting).
- Try to get a representative of the USCG or similar authority to speak at Commissioning Day.
- When events are run by the Hospitality Committee, they will be responsible for invitations, RSVPs, collection of money, etc.
- Some events are a collaboration of multiple committees (i.e. Commissioning Day, Cruising Awards). Coordinate with other committees accordingly,

### Other meetings:

- 1. Installation of New Officers** (every other year)
  - Program is responsible to obtain the venue for this event to be run in early to mid-January in the first year of the new officers
  - Coordinate with the incoming Commodore
  - Send out the invitations to the general membership
- 2. Cruising Awards Lunch or dinner**
  - Program has the lead; can optionally be run by Fleet Chairperson

### Seminars:

#### Key Elements of Seminars

- Act as Event Chairman for each event
- Select topics
- Schedule facility at least 2 months before the event

- Announce coming events by article in Masthead, the SBCC Facebook private group and email
- Invitations should be emailed at least three weeks before the event
- If including refreshments, pick up prior to the event
- Collect all donations either before the event or at the event. Checks should be made out to SBCC.
- Optional: Have name tags at the door
- Work with Membership and Welcoming to identify new members. New members and prospective members should be identified on their name tag.
- Program Committee should contact the Fleet Captain and the Regatta Captain for relevant seminar topics.

### **Important Metrics**

Attendance of Program Events

Number of non-members/potential new members attending events

Number of new members identified through Program events

### **Schedule**

August (every other year): Develop survey of the membership for potential seminar topics

October - November: Organizational and planning meetings

December: Finalize event schedule; Arrange Cruising Awards lunch or dinner

December of every other year: Arrange the venue for Installation lunch (Change of Watch)

January – April: Winter seminars

November - December: Fall seminars

### **Venues**

The West Islip Public Library (WIPL) has been very helpful and friendly to the SBCC for events including Program events. WIPL does not charge for SBCC events to use their space, but they will require their application form to be filled in and submitted to them before they will make a final approval for a specific room and date. Be sure to ask in the WIPL form for whatever else is needed, like a projector to connect to a computer, etc.

### **Public Speakers**

Public organizations like the US Coast Guard and some private organizations like TowBoatUS will provide public speakers at no charge. Some public speakers have charged a fee or requested that they be reimbursed for their travel expenses.

## **CHANTYMAN**

- Support the Officers, Governors and Committees in the planning and operation of the Club at Board meetings and Club functions.
- Provide singing and instrument playing at the Blast and Boatyard Party.
- Provide recreational music and sing-alongs for various cruising events and parties.
- Involve as many members as are interested.

## WELCOMING

- Contact new members upon approval of the Board to inform them of their acceptance. Invite new members to work on committees – especially the Hospitality Committee.
- Mail the following:
  - To New Full Members and Jr. Members
    - Welcome letter
    - 2 current yearbooks
    - 1 burgee
    - 3 decals
    - 1 GSB Yacht Racing Association book
  
  - To New Associates:
    - Welcome letter
    - 1 current yearbook
    - 2 decals
    - 1 GSB Yacht Racing Association book
- Contact new members and associates before major events to encourage their attendance. Reach out to sponsors to invite the new members that they have sponsored.
- Make sure new members receive unique identifying name tags at events.
- Let the Commodore know if new members are in attendance so they may be introduced and welcomed.
- Encourage sponsors to introduce new members to other seasoned members.

## **GSBYRA DELEGATE**

- Represent SBCC at all GSBYRA meetings and report to SBCC Board.
- Assist with PHRF Racing at GSBYRA Race Week as needed.
- Encourage SBCC Members to participate in GSBYRA events and championships.

## WEBMASTER

- The Webmaster coordinates all the technical functions of the club, including:
  - Managing the hosting site for the various services the club uses
  - Maintaining the website (Word Press)
  - Coordinate maintenance and usage of the membership database
  - Work to consolidate technology used by various committees
  - Maintain the email newsletter system DadaMail.
  
- Responsibilities (and frequency of work) include:
  - Making updates to website (many changes made when season starts, then maybe one change a month)
    - Standards: Make update on appropriate web page, also make a “What’s New” entry on home page to announce the change including a URL to the changed page
    - Remove old “What’s New” items as required
  - Paying for renewals to domain names and hosting services (annually)
  - Providing Interface between the Membership system and the DadaMail newsletter system. Updates are done with the Membership system with a few exceptions.
  - Maintain a folder on web for cloud storage for the storage of documents
  - Maintain secure admin accounts for all services (set up once during change of team members)
  
- Tools used:
  - Website: Word Press (free), Filezilla (free FTP client), Microsoft Office Word & Excel (licensed). A photo and/or video editor would be helpful if we did more pictures and videos on the website (using Picasa and Faststone [free] and Jalbum (licensed).
  - Email: DadaMail application on web server. Paid license (forever).
  - Membership application: MySQL database server on web server (included) and customized screen using PHP Generator (licensed). Sql Editor EML Lite sql editor (free). Advanced Compiler (free) for desktop program installation.
  - Folder on Web Site for Cloud storage
  
- At the end of each year, provide the Historian with a DVD containing the following:
  - Complete Website contents as of the end of the year
  - Complete Membership database including program as of the end of the year (dump of databases)
  - Electronic copies of all Mastheads for the year
  - Recording Secretary minutes for the year
  - Electronic copy of the yearbook, including covers

## **STOREKEEPER**

- Obtain store inventory, files and closing inventory figures from previous Storekeeper.
- Utilize a journal or electronic method of keeping track of orders, sales and inventory. Also track items transferred to the budget of other committees for which no “sale” is made (i.e. new member burgees and decals, burgees to other yacht clubs, etc.).
- Identify items to purchase and resell to SBCC members.
- Ordering items in smaller quantities may be a little more expensive; however, if too many items are ordered they may sit in inventory for years and become damaged or otherwise unsellable.
- Consider the selling price when evaluating new product purchases.
- Be sure to include all “extra” charges when setting item prices (tax, shipping, artwork, small order surcharges, etc.).
- Burgees must be ordered in accordance with the specifications in the Constitution. No deviation is accepted.
- Prepare Masthead articles promoting current inventory items. Include contact information for the Storekeeper so members may contact you to purchase items.
- Submit to the Yearbook Committee information including current inventory items and prices.
- Sales:
  - Club burgees should always be in stock – these are frequent sellers.
  - Plan to set up a table at all Club functions to maximize sales.
  - Burgees are not to be sold to Associates.

Create a monthly inventory list with items sold and funds collected.

## **HISTORIAN**

- Collect and maintain a complete set of yearbooks and newsletters dating from the inception of the Club, filed in chronological order to facilitate retrieval of historical data. A small supply of duplicate copies is maintained for the use of the members.
- Research, and if possible, answer questions of an historical nature by reference to the Club file of yearbooks and newsletters.
- Write occasional retrospective articles for the Masthead highlighting events that occurred at various times in the past, reprinting interesting excerpts from prior issues, or discussing other historical topics appropriate to a column titled “The View Astem”.
- Perform such other functions of a historical or research nature as the Club officers may request.
- Attend Board meetings to provide historical perspective or background on subjects under discussion.

## COMMUNITY RELATIONS

The goal of this position is to work towards long term growth of the Club and increasing membership.

- Every month, email the Masthead to:
  - Every local newspaper on the south shore of Long Island
  - Marine stores
  - Marine yards
  - Marinas
  - Commodores of every Long Island Yacht Club
  - High school sailing programs
  - College sailing programs
- For the list above, develop and maintain a document of external contacts including company name, name of contact, title, address, email address and phone number.