



COMMODORE

An expansion of the Officers' Handbook
(Bold entries are existing wording from Officers Handbook)
Revised 12-16-09

- **Preside over all meetings of the Board**
 - See SLYC BoD Monthly 'to-do' List, attached.
- **Ensure that the Board carries out the objectives of the SLYC as noted in the Constitution**

Constitution's 'objectives' are:

 - Improve the port facilities of Port San Luis.
 - Develop Yachting in the Port San Luis region.
 - Attract visiting Yachtsmen from other ports to Port San Luis.
 - Benefit Avila Beach
- **Principal signatory with the Vice Commodore and Treasurer on all checks issued by the Club**
 - Checks should be signed by Commodore and either Vice Commodore or Treasurer.
 - The Treasurer and Vice Commodore may sign checks only when urgent and the Commodore is not available.
- Subject to Board Approval, appoints a Nominating Committee at the August regular BoD meeting
- **Responsible for Staff Commodores' Dinner (3rd Friday in January)**
 - See Staff Commodore Dinner Guidance document for guidance.
- **Submit articles to Foghorn by 20th of the month.**
 - The Commodore's **First Foghorn Article** of the new year must be completed by December 20th for the January Foghorn.

Additional Items

(Not specifically addressed in the Officers' Handbook)

- Consider changing **office combination** at beginning of year
- Prepare **Commodore's opening message** for **Club Directory** (often, 'Welcome Aboard') in time for directory printing in March.
- When considering '**Awards**' for **Opening Day**, send an email to the board with a description of the awards for their consideration and any nominations. See list of awards, attached.

- Acknowledge your Staff by a Holiday/**Staff Recognition Brunch** in December they may attend at no cost to them.

The 'Staff' typically consists of:

- **Boatmaster** (currently Hank Benjamin)
 - Takes care of SLO Sloop
 - Takes out of Avila end of October, cleans boat, then to Lopez
 - Takes out of Lopez in April
- **Quartermaster** (currently Sylvia Cazier)
 - Keeps ships store stocked
 - Does special orders, etc.
- **Foghorn Editor** (currently Donna Ellison)
 - Puts together newsletter based on input from many people
- **Foghorn Printing** (currently Gillian Hall)
 - Prints 200 copies of the Foghorn every month, at cost
 - Not listed as 'staff', but should be thanked nevertheless.
- **Barkeeper** (currently Karen Gruber)
 - Stocks the bar
 - Volunteers to run the bar for club functions and many reservations
- **Historian / Archivist** (currently Brian King)
 - Capture & Maintain history of club
 - Taken on the job of digitizing the historical records
 - You can see his efforts on the web (go to records, then Archives)
- **Burgees** (currently Jeff Liberman)
 - Displays & maintains club burgees exchanged with many clubs around the world
 - Feeds info to Webmaster to update listing of burgees, who donated, etc
 - Built the burgee staffs that you see all around the club
- **Social** (currently Sherry Root & Maxine Warren)
 - Sherry & Maxine helping with coordination of dinners & brunches
 - Send out reminder letters to respective hosts
 - Social Scene Articles in Foghorn each month
- **Sunshine** (currently Dorie Zwinger)
 - Remembering those who are ill, or on the positive side, those with new children, etc.
- **Webmaster** (currently Michael Dobrzensky)
 - Maintains club website [www.slyc.org]

Revised: January 2009

Commodore - Recommendations

- In August be sure to notify Membership of absentee ballots policy for General Membership Meeting, by both the Foghorn and mass e-mail.
- Assign Directors to be in charge of Foghorn distribution, 4th of July Parade (see procedure for 4th of July Parade), Community Relations.
- Make sure annually Richard Warren is called to thank him and confirm dates for his band to play for the St Patrick's Dinner Dance and Halloween Dance. (they do not charge us and this is a BIG advantage).
- Communication by mass e-mail to membership when ever necessary.
- Call Staff Commodore Jay Chapel in early November and ask if he will pick out & purchase our Christmas Tree.
-
- FYI, per our Constitution & By-Laws there are now two dates to be aware of; When to notify the Membership of absentee ballot policy, in time so that they can request one and the date of the General Membership Meeting.

SLYC Board
Routine 'To-Do' Items by Month
 (11/15/2009)

<p><u>January</u> (Can be a very long meeting)</p> <ul style="list-style-type: none"> • Membership payments due. • Appointment of Committee chairs. • Approve calendar. • Approve Budget. • Establish BOD meal hosts for year. • (Discuss waiting list process) • <u>Jan 28</u> call Treasurer to determine who has paid for openings available. <p><u>February</u> (long meeting)</p> <ul style="list-style-type: none"> • Start the membership process. (Determine who will call waiting list people to come to March Board meeting with their sponsors) • Vote out non-paying members. • Treasurer's Quarterly Report. • (Membership Process) • (Consider Awards for Opening Day) <p><u>March</u> (Very long meeting)</p> <ul style="list-style-type: none"> • Meet and Vote on new members • Prepare for Opening Day. • Finalize Directory for print. (Per Mike's Copy, they need 2 weeks) • Awards: General, Sail Fleet, & Power Captain • (Directory Process) • (Opening Day) <p><u>April</u> (Long Meeting)</p> <ul style="list-style-type: none"> • Finalize Opening Day. <p><u>May</u> (Nice)</p> <ul style="list-style-type: none"> • Treasurer's Quarterly Report 	<p><u>June</u></p> <ul style="list-style-type: none"> • Send letter & or e-mail for Nominating Committee for 2009 Officers. • Start By-law change process. <p><u>July</u></p> <ul style="list-style-type: none"> • Appoint By-law/Constitution, Nominating, & Steering Committee members. • (Determine BoD Nominees) <p><u>August</u> (Nice)</p> <ul style="list-style-type: none"> • Treasurer's Quarterly Report • *Absentee ballots need to be advertised (Their requests need to be postmarked 60 days prior to general meeting.) <p><u>September</u></p> <ul style="list-style-type: none"> • Vote for nominees. • Vote for Bylaw/Constitution changes. • *Mail General Meeting letter with Ballots by 45 days before Gen Meeting - (approx by September 9) <p><u>October</u></p> <ul style="list-style-type: none"> • Discuss Officers Transitions. <p><u>November</u></p> <ul style="list-style-type: none"> • Final preparations for General Meeting. • Treasurer's Quarterly Report • Consider next year's Calendar/Budget. • (General Meeting) <p><u>December</u></p> <ul style="list-style-type: none"> • Discuss next year's calendar issues: Racing, Cruising, & Social. • Discuss next year's budget issues. • Discuss transition.
---	--

SLYC Opening Day Awards

	Jay & Judy Chapel Award	McBratney Award	Chiselers Award	Lifetime Members
1996		Rick Luther	—	—
1997		Mike Barrett	—	—
1998		Bill Hart	—	—
1999	Jay & Judy Chapel	Bill Hart	—	—
2000	Bill & Kay Davis	—	—	—
2001	Tom & Dorie Zwinger	Mike Wilson & Brady Moore	1971 Tony Martinez	—
2002	Ernie & Rita LaPlant	Steve Davis	1972 L. Lenger	—
2003	Richard & Donna Cassera	Karen Gruber	—	—
2004	Mike & Shauna Wilson	Hank Benjamin	1974 Neil Moir	Bill & Ruth Hart
2005	Sharon Andresen	Steve Hiatt	1975 Jonathon Linderthaler	—
2006	Ed & Mary Smith	Tom & Dorie Zwinger	Dan Pease	—
2007	Carol & Michael Dobrzensky	Karen Hiatt	Bob Cazier	—
2008	Bob & Sylvia Cazier	Brian King	Wayne Hamari & Bob Cazier	—
2009	—	—	Jim LaMarca	Karen Gruber

Description of Awards

- Judy and Jay Chapel Award** This award is for the spirit of the club and will be selected by the Commodore, Vice Commodore, and Rear Commodore. **Awarded by Rear Commodore**
- McBratney Award** This award is for Service to the club and will be based on recommendations from the board and selected by the Commodore. **Awarded by the Commodore.**
- Chiselers Trophy** This award is being reinstated from the past, and is for the person who does the most construction work on the club for the least money. Selected by last year's Rear Commodore based upon input from the Board. **Awarded by last years Rear Commodore**
- Lifetime Members** This award provides for free membership to the club for life and is based on major long time contributions to the club. Only 14 current members have received this. **Awarded by the Commodore.**
- Bristol Boat Award** This award will be selected by the Power Captain. **Awarded by the Power Captain**
- Racing Awards** These awards will be determined by the Sail Fleet Captain, according to the winners of our racing series. **Awarded by the Sail Fleet Captain** or his designee.