

SLYC Yearly Transition

1-7-2009

Election – Election should be run by the current Commodore with substantial assistance, management and oversight by the advisory committee. The serving Rear Commodore is responsible for setting up the club and the sound system for the meeting. The Steering Committee is responsible for actually conducting the election and counting the votes.

New Board/Old Board Dinner – This should be planned by the serving Vice Commodore. The serving Commodore presents the outgoing Board members with a token gift in appreciation of their service. The serving Commodore is responsible for selecting/purchasing these gifts, and the Treasurer records the expense under Administration. The serving Vice Commodore presents a gift to the outgoing Commodore which is also charged against Administrative expenses.

Calendar - The newly elected Vice Commodore is responsible for creating the club calendar for the next year, a draft of which should be presented at the December Board meeting, and a final version submitted to the new Board at their first meeting in January. The newly elected Vice Commodore should work closely with the Social Captain, Sail Fleet Captain, Cruising Captain, Webmaster, and other officers as needed to ensure the calendar is as accurate and complete as possible.

Officers Handbook – The newly elected Commodore with the assistance of the serving Commodore should prepare the procedures necessary for the various positions to the new Officers, for their Handbook.

Race Calendar - The newly elected Sail Fleet and Power Fleet Captains should meet with interested member sailors, representatives from the Morro Bay YC and our local community in November to set a race calendar for the coming year. The Sail Fleet Captain should also schedule sailing classes with the club Sailing Instructor and Cuesta College. This information should be provided to the newly elected Vice Commodore for inclusion in the master calendar and to be sent to the Southern California Yachting Association for their website racing schedule.

Installation of New Board - The newly elected Commodore presents Officer flags and insignia to the newly elected Board (hopefully recycled from the outgoing Officers)

First Brunch in January - The newly elected junior Staff Commodore is responsible for the first brunch of the New Year.

Staff Commodore's Dinner - The newly elected Commodore and Social Chair are responsible for inviting Staff Commodores to a dinner on the third Friday of January. Printed Invitation should be sent out three weeks ahead of time.

Budget – The newly elected Vice Commodore should establish the Budget and Reserve estimate for the New Year during November and December and present it to the newly elected Board for approval at the January board meeting.

Finance – The old Treasurer should hold and not deposit dues received before Jan 1. The new Treasurer should deposit the dues received before Jan 1 as soon as possible in the New Year.

Financial Reporting – The outgoing Treasurer should present the prior year finances to the board at the Jan board meeting.

Opening Day – This should be planned and implemented by the Vice Commodore.

Staff and Committee Chairs – The new Commodore appoints staff assignments and committee chairs at the earliest opportunity after election.

SLYC Calendar – The newly elected Vice Commodore creates the next year's calendar and presents it to the board for approval at the January Board Meeting.

Yearly Dues and Membership –

Social Event assignments – The newly elected Social Chair, with the assistance of the outgoing Social Chair, should assign responsibility for all of the social events for the year and publish the assignments.