



VICE COMMODORE PROCEDURE

An expansion of the Officers Handbook

(Bold entries are existing wording from Officers Handbook)

- **Assist the Commodore in the discharge of the assigned duties and officiate during any absence**
- **Chair of the SLYC Finance Committee**
 - SLYC Investment Policy is currently to invest the SLYC funds to preserve capital through laddered investments, with each board to determine the appropriate investment vehicle and maturity.
 - Currently, we are investing in Bank CDs which are laddered at 6 month intervals.
 - Harry Fischer, of RBC Dain Rauscher, (805:783-7157; harry.fishcr@rbcdain.com) is our contact – and is very cognizant of SLYC's investment policy.
 - Meetings are called when financial matters need attention: e.g., CD's are maturing; budget, etc.
- **Notifies the Officer of the Deck of their dates of duty**
 - Generate an O.D. schedule for Fridays and Sunday Brunches. I initially established a schedule by assigning board members alphabetically. Forward to the webmaster for posting on the web.
 - If there are schedule conflicts, encourage the O.D. to contact other board members for a 'swap'
- **Notify Bar Hosts of volunteer assignments**
 - Scheduling bar hosts one month at a time works well.
 - Assign people for bar hosting and send an e-mail to notify them of their scheduled date.
 - Because of the Foghorn schedule (see below), you should schedule bar hosts almost 2 months in advance. For example, March bar hosts should be scheduled before the 20th of January to get the info into the Foghorn.
 - Begin scheduling by going through the list of people who were not assigned the previous year and assign them.
 - Once the above list has been exhausted, assign people utilizing the schedule from last year, attempting to group members with hosts they worked with the previous year. In reality, maybe 50 percent can be grouped this way – and maybe you can only group two of the three members, if at all.
 - I sent an e-mail to all assignees – and followed-up the e-mail with a letter. (A letter is a tangible thing that might help the member remember their assignment – i.e., something to tack on the refrigerator.

- **Provide notice of OD and Bar Hosts to Foghorn Editor and Webmaster**
 - Provide a copy of the O.D. schedule to webmaster for posting on the web. Request the O.D.'s to notify you of schedule changes so that your bar host assignment notifications will include the correct O.D.
 - Send a one month bar host schedule to the foghorn editor every month.
 - Each issue of the Foghorn includes a schedule for two months - the month of Foghorn issue, plus the following month.
 - The Foghorn editor requires our input by the 20th of the month. So, for the February issue, you need to provide the March O.D. schedule by the 20th of January. Because the previous (January) issue included the January and February schedules, you need only submit the March schedule.

- **Organize Opening Day Activities**
 - Establish a date – and coordinate with Morro Bay Yacht Club, if possible. Ideally, opening day would be on same weekend as MBYC. Opening day for 2008 was scheduled for Saturday (MBYC was insistent on Sunday).
 - Notify Southern California Yachting Association (SCYA) of Opening Day schedule.
 - This is a big job. Most of the following need to be coordinated – with lots of volunteers:
 - Invitations
 - Setup & Cleanup
 - Name Badges
 - Crowd Control
 - Sign-in
 - Food
 - Servers
 - Bar hosting
 - Pledge of Allegiance
 - National Anthem
 - Invocation
 - Reception Line
 - Flowers & Boutonniere
 - Setting out Food
 - Chairs put upstairs
 - Music 11-12
 - Music 1-2
 - Color Guard
 - Favors (maybe)
 - Wreath
 - Cannon
 - Golf Cart
 - King Neptune
 - Desert for Open House
 - Photographer
 - Open House Sign

- **Develop tentative calendar for subsequent year**
 - Start of with the following:
 - Friday Socials
 - Dinners on 3rd Friday of the month
 - Potlucks on the last Friday of the month
 - Brunches on the 1st Sunday of the month
 - Solicit input from the board and committees:
 - Sail fleet Captain: Race dates, Lopez campout
 - Cruising Captain: Cruise dates, and any other group activities.
 - Social Committee: Dinner and Brunch hosts, Halloween, etc. (a lot of this will not be available early on)

- **Complete annual SCYA application together with photographs of Commodore and Vice Commodore elect**
 - Contact is LeDean Mills, Service Center Manager, and can be contacted at 562:433-7426 or email service@scya.org
 - See SCYA Yearbook for more info, or <http://scya.org/service-center/office-info/office-info-index.php#>

- **Notify SCYA of Opening Day date**
 - Typically desired initially in middle of December.
 - Contact Marion Seaman [marionseamon1@aol.com] of date. Or, contact Service Center (see above) for info.

- **Responsible for Old Board/New Board dinner**
 - Scheduled after the general meeting, typically a Saturday
 - Plan on up to 35 attendees (board and guests), new and old BOD members
 - Dinners have been catered in recent years
 - Presents a gift to Commodore, in appreciation of years service.

- Responsible to organize **Meet the Candidates Brunch**, typically 1st Sunday of November (precedes the General Meeting.) This was started in 2008.

- **Submits articles to Foghorn**
 - Articles for Foghorn due by 20th of month.

- **Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines**

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