



SAN LUIS YACHT CLUB Officers' Handbook



Commodore



Vice Commodore



Rear Commodore



Secretary



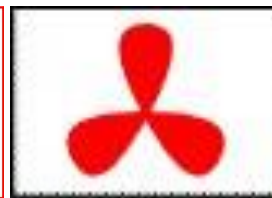
Treasurer



Port Captain



Sail Fleet Captain



Power Captain



Staff Commodore



Cruising Captain



Director

PREFACE

Ahoy Officers:

- 1) Please review the officer duty packet and specific page for the office you hold.
- 2) It is critical to know and understand your duties and responsibilities at the start of your officer term specific to the office you hold. **Be sure to familiarize yourself with this document, the Constitution, Bylaws, club calendar, and Time to Sign Up.**
- 3) **Important Dates:** Note important club event dates that all officers will need to participate in person: (refer to club calendar for specific date)
 - a) Monthly meetings
 - b) Officer on duty assignments
 - c) New Board / Old Board Dinner (Jan)
 - d) General clean-up day (April)
 - e) Opening day (April)
 - f) General membership meeting (Nov)
- 4) **Uniform:** Please ensure that you have the following items for formal SLYC events
 - a) Blue blazer
 - b) Tie/Scarf (SLYC)
 - c) White pants
 - d) Black shoes
 - e) Work with Michael Dobrzensky. to get a head shot of you for the officer's page on the club's web site.
- 5) **Foghorn:** Submission procedures and timeline to submitting Foghorn (FH) articles. Check with Foghorn editor (see support staff roster) regarding protocol. Articles are due by the 20th of each month to the editor (foghorn@slyc.org).
 - a) All officers are asked to submit an article & picture of themselves for the January FH newsletter introducing themselves. (For samples refer to past years January Foghorn edition).
- 6) Sign up to be OD for 6 Club events (<https://www.timetosignup.com/sanluisyc/>). Be sure to sign up for at least three before January. You will not have to do any volunteer events other than the ones that you do as a board member.
- 7) All officers must hold an ABC certification per state law as well members who serve as bar hosts. This is mandatory since as an OD you will be responsible for oversight of the bar. Online classes approximate 4 hours are available for a minimal fee.

Oath of Office for SLYC Club Officers

Name each officer that has been elected,

Commodore
Vice Commodore
Rear Commodore
Secretary
Treasurer
Port Captain
Power Captain
Sail Captain
Cruising Captain
Junior Staff Commodore
Senior Staff Commodore
Director 1
Director 2
Director 3

Having been elected to the position of office that I've introduced for the San Luis Yacht Club, do you hereby solemnly promise and swear,

That you will conscientiously and faithfully discharge to the best of your ability the duties and responsibilities of your office.

That you will uphold and defend the club's constitution and by-laws and bear true faith and allegiance to the same.

That you will obey and enforce the laws, rules and regulations and policies of the club.

That you will actively participate and support all club activities and programs including those that shall hereinafter be adopted that shall benefit your club in general and the members in particular, and finally, that you shall impose this obligation upon yourself, voluntarily and without mental reservation or purpose of evasion, so help me God.

Do you so subscribe? Hearing unanimous approval.....

Ladies and gentlemen, i present to you your xxxx San Luis Yacht Club Officers and Directors.

Subscribed and sworn to before me this xx day of December xxxx at the San Luis Yacht Club Meeting.

_____ (Inducting Officer)



COMMODORE

- Chief Executive Officer of the Club.
- Preside over all meetings of the Board.
 - See SLYC BoD Monthly to do List.
- Responsible for the day-to-day operations of the SLYC.
- Responsible for Staff Commodores Dinner (3rd Saturday in January).
- Ensure that the Board carries out the objectives of the SLYC as noted in the Constitution (Port facilities, Yachting activities, Benefit Avila Beach).
 - Sets the tone and gives direction to the Club with the concurrence of the Board of Directors.
- Principal signatory with the Vice Commodore and Treasurer on all checks issued by the Club:
 - Checks signed by Commodore and either Vice Commodore or Treasurer
 - Treasurer and Vice Commodore may sign checks only when urgent and the Commodore is not available.
- Subject to BoD approval, appoints all Standing Committee Chairs:
 - Membership Committee
 - Finance Committee
 - Steering Committee
 - House Committee
 - Social Committee
 - Nominating Committee
- Appoint other Committees, as applicable, including but not limited to:
 - Foghorn Editor, Webmaster, Quartermaster, Boatmaster, Bar Manager, Burgees, Historian, Sunshine, Youth Sailing
- Subject to Board Approval, appoints a Nominating Committee at the August regular BoD meeting.
- Prepare and distribute an Officers Handbook to BoD, including supporting procedures to the applicable BoD member at the January BoD Meeting.
- Responsible for Staff Commodore Dinner (Typically 3rd Saturday in January)
- Submit articles to Foghorn by 20th of the month.
- Assign responsibility to a Director for:
 - Maintaining reciprocal privilege book and sending cards to other Yacht Clubs by the end of January.
- Assign a liaison for Social activities; Calendar; & Webmaster.

- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.



VICE COMMODORE

- Assists the Commodore in the discharge of the assigned duties and officiate during any absence
- Chairs the SLYC Finance Committee:
 - **SLYC Investment** Policy is currently to invest the SLYC funds to preserve capital through laddered investments (staggered 6 months), with each board to determine the appropriate investment vehicle and maturity.
 - **Annual Budget:** In the fourth quarter of each calendar year the Finance Committee shall prepare a proposed annual budget for the following calendar year, which the Board of Directors shall review, revise, if necessary, and adopt by December 31 of each year for use by the new Board of Directors during the new calendar year.
 - **Reserve Account:** The Club's Reserve Account Funds shall be used only for repairs, maintenance, and replacement of the Club's building, fixtures, furniture, major appliances, and equipment, and for no other purpose. Additionally, the Board of Directors annually shall add to said Reserve Account Funds an amount it deems sufficient to maintain reserves in said account for the above stated purposes. Reserve Account Funds shall not be used for general or other Club expenses.
- Monitors membership volunteer sign ups by Coordinating the Time to Sign Up (TTSU) Sheet with Web Master.
- Provides a monthly list of volunteers for each event to the OD's
- Updates completed volunteer duties in the database
- Submits OD and TTSU volunteer member information to post in Scuttlebutt and Foghorn.
- Notifies the OD of their dates of duty and their responsibilities to make member volunteer contacts to remind members signups etc.
- Provides guidance and oversight of Wet Wednesday's activities plan with the assigned Director. (June-Oct)
- Organize Opening Day Activities (plan 60 days in Advance)
- Develop tentative club calendar for upcoming year
- Complete annual SCYA application together with photographs of Commodore and Vice Commodore elect
- Notify SCYA / MBYC of Opening Day Date
- Responsible for Old Board/New Board dinner
- Submits articles to Foghorn by 20th of the month
- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.

REAR COMMODORE

- Monitors and Updates Card Lock System.
- Monitors, inspects, maintains certification and training of the clubs AED machine.
- Monitors, Identifies, tags and updates Club Keys that are in master key box located club office.
- Monitors for alcohol that is not appropriately stored in a secured locked place. i.e.: (must be stored in a secured cabinet or secured locked box).
- Completes the on-line Alcohol Beverage Control (ABC) certification by second month of office
- Regularly inspects and cleans out the Membership refrigerator – no unmarked food shall be left in the refrigerator for more than 24 hours.
- Chair of House Committee.
- Coordinates:
 - Annual fire inspection with Cal Fire
 - Annual sprinkler inspection
 - Periodic (5 year) recertification of sprinkler system
- Arranges for annual re-certification of fire extinguishers.
- Building:
 - Supervise maintenance, arrange for repairs.
 - Maintain janitorial, kitchen, and bathroom cleaning supplies.
 - Establish cleaning schedule with contractor.
 - Maintain preventive maintenance contract for freezer and refrigerator
 - Schedule and coordinate annual Clean Up day (schedule prior to Opening Day).
 - Arrange for floor refinishing as needed (once or twice a year).
 - Arrange for special cleaning as needed
 - Monitor trash pick-up schedule with contractor.
 - Set up/restoration of clubhouse on Opening Day and General Membership mtg.
 - Coordinates with assigned director to maintain galley paper goods supplies (napkins, towels, plates, bar supplies etc.)
 - Outside BBQ – Monitor working condition – have cleaning service clean BBQ and remove grease once to twice a month dependent on time of year and usage,
- Clubhouse Reservations:
 - Maintains official Reservation calendar.
 - Maintains reservation application files.
 - Monitors and coordinates use of facility and check out protocol procedures with reservationist. (Prior and post event)
 - Prepares year end report of club usage for PSL Harbor District for Commodore's signature.
 - Collects reservation fees and delivers them to Treasurer
 - Notifies Secretary, Foghorn Editor and Webmaster of monthly clubhouse reservations.
 - Manage club computer.

- Obtain and coordinate security for large events.
- Submit articles to Foghorn by 20th of the month.

- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.

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

- Maintains knowledge of Master log schedule of Officer on Duty as it relates to supervision of building.



Treasurer & Purser Duties

Treasurer:

- Maintain all financial records of the Club, including:
 - Opening and maintaining bank and investment accounts.
 - Preparing bank signature cards for changes in Officers with signing authority (Nov/Dec).
 - Apply for bank account credit cards per the commodore's direction to specific Flag officers (Nov/Dec).
 - Manage the Club's credit card processing system ("Square").
 - Recommend to Commodore – Appoint a Purser and provide direction for his or her activities.
 - Reconciling of all bank accounts promptly each month.
 - Provide accounting data to accounting firm for preparation of quarterly sales tax and annual IRS & CA income information each month.
 - Prepare annual yearly S-100 California Secretary State document
- Prepare budget before first of the year with assistance of Commodore, VC and Finance Committee.
- Present proposed budget to board for approval in January or February mtg.
- Record all bills in QuickBooks accounting system.
- Promptly prepare bill payment checks to be counter signed by Commodore and Vice Commodore.
- Attend monthly meetings.
- Prepare Treasurer's report to the board meeting (No less frequently than quarterly).
- Include in Treasurer report Income Statement (with comparison to budget).
- Include Balance sheet (with Accounts Summary) and Accounts Receivable report.
- Maintain Capital Reserves Analysis (updated no less frequency than annually).
- Prepare special reports as necessary.
- Prepare invoices for annual dues and mail by November 1.
- Ensure data systems of membership & QuickBooks are updated quarterly.
- Coordinate mailing of membership invoices with Club Secretary and Commodore.
- Coordinate mailing of second notice of membership dues notices if not paid by December 31, with club Secretary & Commodore.
- Serve as a member of the Finance Committee.
- Submit occasional articles to Foghorn by the 20th of the month or weekly Scuttlebutt.
- Provide appropriate documents, pictures, & objects to the archivist, according to the Records Retention Guidelines.
- Coordinate with Secretary when Member contact information changes.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.

Purser:

- Record in QuickBooks all cash, checks, and credit card payments received for dues, bar, ships store, meals race entry fees, etc.
- Make Bank deposits without undue delay.
- Ensure adequate change is available in club safe in advance of all scheduled Club Functions.
- Notify Treasurer each month when all accounting entries have been made and accounts are ready for reconciliation.
- Attend occasional board meeting, if requested by Treasurer.



SECRETARY

- Update and maintain the Club membership database as changes occur:
 - Member personal data (address, phone, etc.); dues payment; etc.
 - Membership service time (provide commodore bi-monthly status report)
 - Coordinate with Treasurer when Member contact information changes
- Coordinate with Commodore ordering of new year membership cards.
- Issue and record new annual membership cards (signed by Treasurer) upon receipt of the dues.
- Send letters to members confirming changes in membership status.
- Maintain any waiting list for membership if applicable.
- Coordinate with Commodore, board, and web master in preparing and distributing the new membership directory to members by Opening Day. (March or April)
- Maintain custody of all member and non-financial Club records, including vessel pink slips and insurance.
- Pick up mail at the Avila Post Office in coordination with the Treasurer.
- Record, prepare, and maintain minutes of all BoD and General Membership meetings
- Issue (preferably by email) minutes of prior BoD meeting to board for review prior to next meeting.
- Mail the following New Member packet to new members:
 - Welcome letter with Directory
 - Constitution and By-laws
 - Clubhouse cardkey (provided by Rear Commodore)
 - Membership card (provided by Treasurer)
- Conduct Club correspondence as necessary
- Prepare a loose-leaf notebook that contains all minutes of BoD meetings, Officer Reports, Committee Reports, and General Membership Meetings for the year
- Submit new member information and articles to Foghorn by 20th of the month
- Provide appropriate Documents to the Archivist according to the Records Retention Guidelines
- Order nametags for new officers, new members, and replacements as needed
- Provide as an Agenda Item for board approval after Nov General Meeting Elections certification of following year's officers.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.

PORT CAPTAIN

- Moorings (Seasonal and Guest)
 - Arrange for placement and storage
 - Rental
 - Develop contracts
 - Obtain lessee's signature
 - Primary responsibility for fee collection
 - Develop waiting list if necessary
- Attend Port San Luis Harbor District meetings and report activity to BoD.
- Assist Sail Fleet Captain with placement and storage of racing buoys and equipment.
- Assist Power Captain with boating safety education.
- Arrange for public service/public relations ads in local publications.
- Submit articles to Foghorn by the 20th of the month,
- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.



SAIL FLEET CAPTAIN

- Chair of the Race Committee.
- Arrange for use of Cal Poly Pier (ASAP).
- Arrange to apply for Lake Lopez and PSL Marine Permit.(ASAP)
- Recruit and coordinate race volunteers via web site, Scuttlebutt & Foghorn.
- Coordinate at start of race season - after race activity (light meal / bar open) with assigned OD host and or commodore.
- Arrange via a volunteer (s) for food and drink deli run for race committee and chase boat.(food costs will be reimbursed)
- Arrange at beginning of race season with Wet Wednesday coordinator for food and drink for race awards presentation at club. (Oct/Nov)
- Preside over Race Committee meetings
- Develop a Race Program to include:
 - Arranging for trophies / individual prizes and engraving of permanent trophies.
 - Publicize notices of races in scuttlebutt, website and Foghorn.
 - Develop at start of race season a list of race staffers and after race club helpers.
 - Organize Committee Boats with Power Captain.
 - Develop sailing instructions.
 - Organizing PROs.
 - Coordinating the Race Schedule with Morro Bay Yacht Club
 - Publish the race results in Foghorn and Website.
- Organize a protest / oversight committee as needed.
- Organize Racing Rules Seminars
- Responsible for Sailing Classes, administered by Cuesta College, including providing a schedule of classes to Cuesta College and to Club Calendar.
- Write Foghorn article monthly on racing activity, submit by 20th of the month
- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines.
- Organize annual sailing awards via a Wet Wednesday (Oct/Nov).
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.



POWER CAPTAIN

- Assist Sail Fleet Captain with Race Committee.
- Arrange for Committee Boats.
- Set racing marks.
- Responsible for storage and maintenance of club's committee boat.
- Responsible to work with Treasurer and Commodore to ensure boat is licensed or documented and insured yearly.
- Recruit and train club members to operate club boat.
- Develop and promote power boating activities.
- Develop Boating Education programs.
- Write monthly articles for Foghorn on Power Fleet activities and submit by 20th of the month.
- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.



CRUISING CAPTAIN

- Develops and promotes cruising activities
 - Channel Islands Cruise
 - Catalina Island Cruise
 - Local Cruises
 - Distance Cruises
- Develops Cruising activities post card to send out to membership (Feb).
- Submits cruising activities to Scuttlebutt and web master.
- Submits articles to Foghorn by 20th of the month.
- Assists Power Captain in promoting boating safety education.
- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines.
- Provide and schedule Cruising trip presentations (power point / video) to membership via the Wet Wednesdays Fall program.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.



STAFF COMMODORES

- Attend, participate, and vote at Board Meetings.
- Serve on Board committees and functions as appointed by the Commodore.
- **Senior** Staff Commodore serves as the chair of the nominating committee.
- **Junior** Staff Commodore serves as the chair of the membership committee.
- **Junior** Staff Commodore is primary contact with the Foghorn Editor for questions, guidance, and policy related matters.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.
- Other Assigned duties from Commodore



DIRECTORS (#1- #2- #3)

- Attend, participate and vote at Board Meetings.
- Submits when applicable activities to Scuttlebutt and web master.
- Submits when applicable articles to Foghorn by 20th of the month
- Serve on Board committees and functions as appointed by the Commodore.
- Providing appropriate Documents, Pictures, and Objects to the Archivist according to the Records Retention Guidelines.
- **Other Assigned duties** from Commodore. (Duties vary depending upon need)
 - Please discuss other assigned duties with commodore prior to the second month of office. Each director will have different assigned duties.
- Perform Officer of the Day (O.D) duties as assigned – must have ABC Certification.