

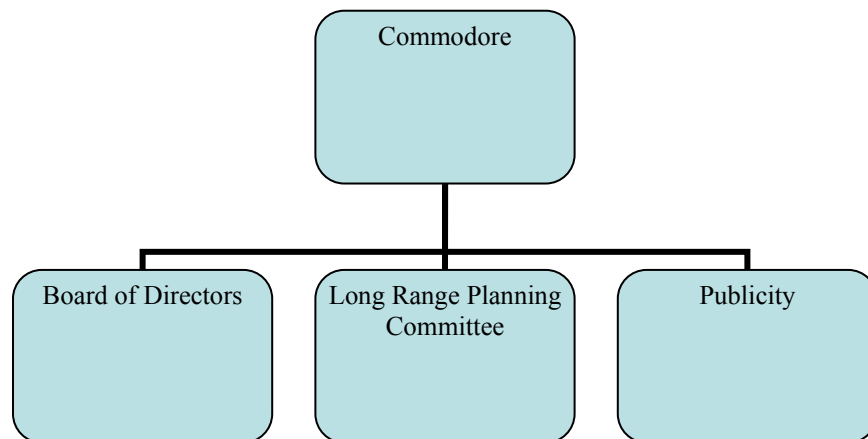
Dixie Sailing Club
Operations Manual
For
DSC Board Members
And
Committee Chairpersons

(Revised 10/2000)

Commodore

Job Description

- Supervise and assist all officers and/or committee chairpersons in the performance of their duties
- To call Board of Directors and general membership meetings as necessary to carry out club affairs, and to preside over these meetings in an orderly manner.
- To lead the Board of Directors in setting policy and priorities for the fiscal year
- To meet with those committees for which his is chairman or is directly responsible ie; (long range planning and publicity) and supervise the activities of those committees as necessary.
- Appoint nominating committees as directed by club by-laws or club minutes for the nomination and election of directors at the annual membership meeting each year.
- Oversee communications between DSC and Russell Lands and to communicate with the Mayor of the Cabin Colony as necessary.



Vice-Commodore

Job Description

- Responsible for all social activities of club in support of water activities and separate from water activities.
- Responsible for the maintenance of the clubhouse, men's bathhouse and BBQ pit and appurtenant grounds other than the boat storage areas.
- Responsible for maintaining all necessary supplies in clubhouse and supervising the club custodian.
- Responsible for notifying members of their assignment to committees supporting club functions, i.e.; kitchen hosts, regattas, etc.

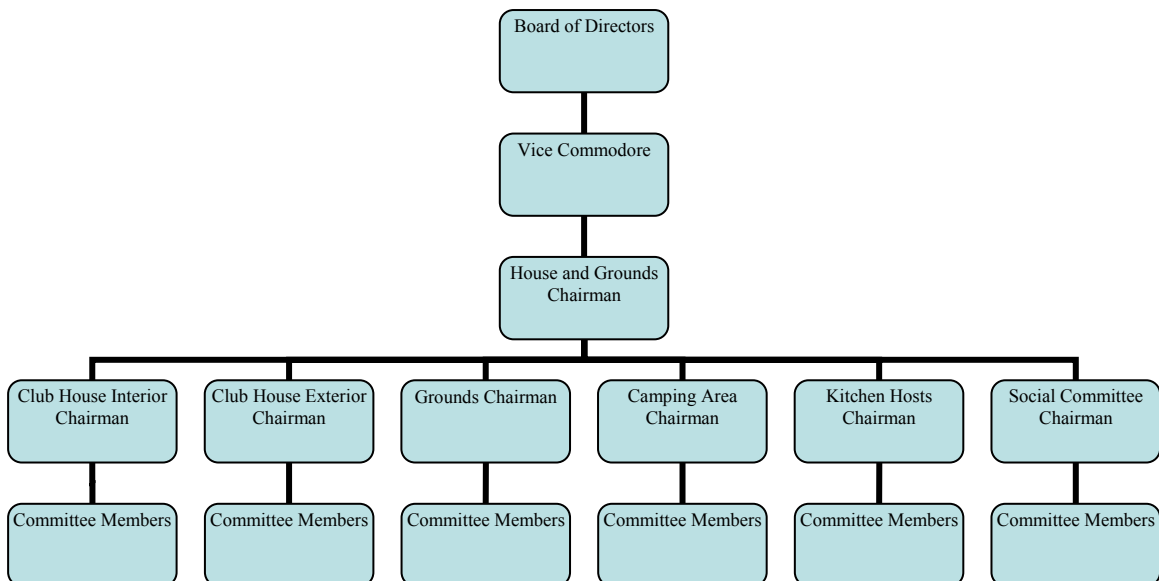
The committees under the supervision of the Vice-Commodore are as follows:

- House and Grounds Chairman
To supervise all individuals and committees having to do with maintenance of house and grounds as follows: Suggested sub-committees.
- Clubhouse Interior – Chairman plus six members
 - To maintain interior of clubhouse and men's bathhouse and all furnishings and equipment
 - To replenish supplies and perishables as necessary to provide for club functions
 - To supervise club custodian through house and grounds chairman.
- Clubhouse Exterior – Chairman plus six members
 - To maintain exterior of clubhouse, men's bathhouse, BBQ pit, including decks, picnic tables, windows, doors, screens, etc.
- Grounds – Chairman plus four members.
 - To maintain appearance and safety of all grounds appurtenant to clubhouse, BBQ area, men's bathhouse.

- Campground - Chairman plus four members
 - To maintain campground area appearance and in safe working order.

- Kitchen Hosts – Chairman plus two members.
 - To notify members of their assignment as kitchen hosts for all club social activities requiring food support. Kitchen Hosts should be composed of at least one experienced member (or couple) of DSC plus at least two other members (or couple) preferable newer members of DSC. Duties of kitchen hosts are to prepare food and beverage for serving and to clean up the kitchen following activity. Kitchen Hosts list is published in the DSC Directory, and members should be notified with a job description. Follow up contact should be made by telephone on a monthly basis. Members unable to serve for a specific event should trade dates with other members and notify Kitchen Hosts Chairman.

- Social Committee – Chairman
 - To plan and support non-sailing related social functions (ie; Commodores Dinner), throughout the year, perhaps quarterly and/or in conjunction with another event such as sailing tactics or racing rules seminar.



Vice Commodore Event Planning Chart

Name of Event:	_____
Date of Event:	_____
Regatta Chairman:	_____
Kitchen Host:	_____

Planning Schedule

Five Weeks Prior to Event:	<ul style="list-style-type: none"> • Contact Kitchen Host and Regatta Chairperson • Request check from Treasurer for Board approved expenses • Request mailing list from Secretary
Four Weeks Prior to Event:	<ul style="list-style-type: none"> • Send planning chart, check and mailing list • Contact Kitchen Host or Regatta Chair/ Discuss Mailers
Three Weeks Prior to Event:	<ul style="list-style-type: none"> • Check to see that mailers are going out • Check to see that committee members have been contacted and will be present • If necessary, assist in locating replacement committee members • For major events, consider hiring cleanup and contact, if desired
Two Weeks Prior to Event:	<ul style="list-style-type: none"> • Ask House and Grounds to check inventory of supplies and replace as needed • Have members received your mailer? • Contact Kitchen Host or Regatta Chair – Are preparations nearing completion?
One Week Prior to Event:	<ul style="list-style-type: none"> • Inspect House & Grounds – request cleanup 1-2 days prior to event if needed • Contact Kitchen Host or Regatta Chair – run through planning chart with them
During the Event:	<ul style="list-style-type: none"> • Assist with any glitches as necessary • Obtain addresses of all guests for mail list • If Treasurer is available , arrange for the transfer of excess funds
After the Event:	<ul style="list-style-type: none"> • Prepare financial report on the event for presentation to the board • Ask House & Grounds to check inventory and replace items as needed

Rear Commodore

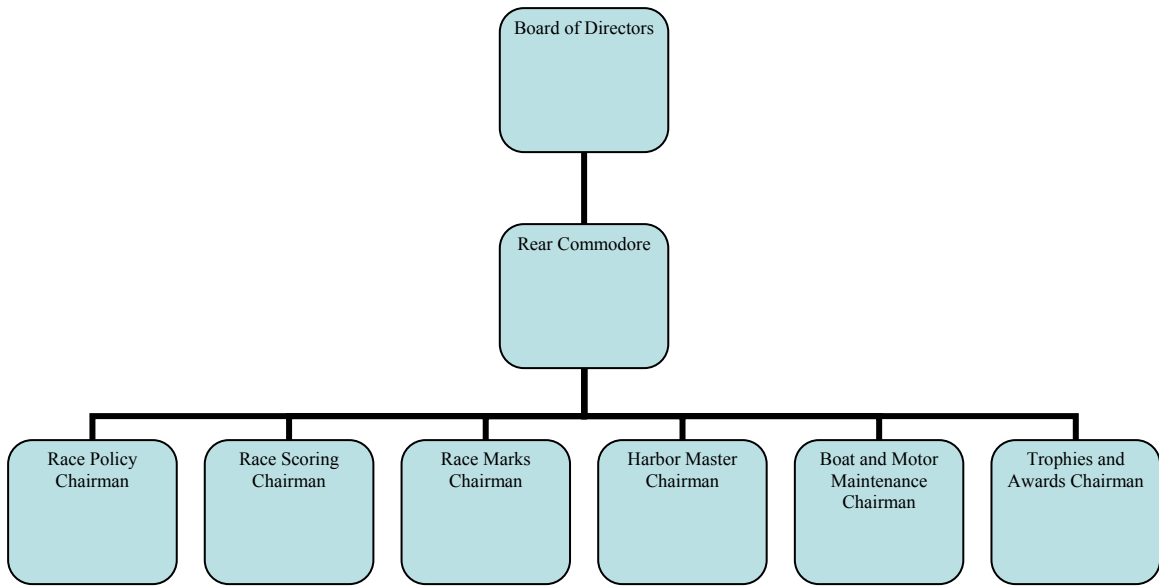
Job Description

- Responsible for all activities, i.e.; racing, organized sailing and water safety.
- Responsible for the care of and use of the docs and ramps, large boat mooring area and the trailer boat storage areas.
- Serves as Chairman of the Racing Policy Committee as per By-Laws
- Responsible for promoting Fleet development.
- Supervises the appointment of training of Race Committee Chairman and the notification through the club secretary, of their assignments of duty.
- Responsible for the care, maintenance and safe operation of all club owned boats.

Standing committees under the supervision of the Rear-Commodore are as follows:

- Racing Policy Committee – Chairman (Rear Commodore)
 - To promote racing and fleet development and to make recommendations to the Board of Directors regarding questions and procedures relating to racing.
- Race Scoring – One or two persons who race regularly and understand racing.
 - To receive race results from the Race Committee and score all participants for each series, as instructed by the Rear-Commodore and Board of Directors
 - To advise the Rear-Commodore and the Editor of the Dixie Doings, of the series standings on a monthly basis.
- Racing Marks – Chairman plus four members
 - To replace and maintain racing marks on both race courses during club racing season. Style and construction of marks is to be determined by the Board of Directors
- Harbor Master – Chairman plus two or more members

- To supervise the assignment of boat and trailer parking and mooring
 - To maintain all docks under the direction of the Rear-Commodore and the Board of Directors.
- Boat and Motor Maintenance – Chairman plus two members
 - To maintain all club owned boats, motors and trailers in save operating condition.
- Trophies and Awards – Chairman plus one or two members
 - To secure trophies and awards as instructed by the Rear Commodore for all DSC Regattas and series.
 - To deliver trophies and awards to the club or other location for each event. Chairman should work closely with the club treasurer and/or Board of Directors to make sure that the trophies and awards stay within the budgeted amount.



Regatta Assignments

Chart goes here

Secretary

Job Description

- Responsible for recording the minutes of all Board of Directors and general membership meetings.
- Handles routine correspondence, welcoming new members, providing a clubhouse key, roster, DSC license plate, membership card and such other information as necessary.
- Organizes the club bulletin board and posts copies of approved new member applications.
- Mails copies of approved new member applications and the minutes of Board of Directors and general membership meetings to the editor of the Dixie Doings for publishing.
- Maintains the records of the membership on computer.
- Sends notices of duty to Race Committee members in advance of their assignment under supervision of the Rear-Commodore.
- Provides mailing labels as necessary to editor of Dixie Doings and club Treasurer or other members as necessary.
- Edits and publishes annually the club Directory of members and schedule of events, including such other information as necessary.

The Secretary may delegate any of the above duties to members or officers but is still responsible for their being carried out in a timely and correct manner.

Treasurer

Job Description

- Maintain the financial records of the club in an accurate and timely manner.
- Bills all members for appropriate dues and fees.
- Prepare a modified financial statement in writing for all Board of Directors meetings, with sufficient copies for the Commodore and secretary. Statement should show the balances in all accounts, dues in arrears, and projected income and expenses for the balance of the fiscal year, with variances from the annual income and expense plan, plus a membership status showing the current membership status in all categories of membership.
- Reimburse members for expenses incurred on behalf of the club (as authorized by the Board of Directors) requiring evidence of such expenditure.
- Prepare an annual statement of income and expenses for distribution at the general membership meeting in September of each year, and for all quarterly or called meetings of the general membership.
- To keep the Commodore and the Board of Directors advised of the clubs finances in a prudent manner.

The treasurer may appoint other members to assist him/her, but the clubs checkbooks and finances should be in the hands of the treasurer at all times. The treasurer should not pay any bills that are not approved by the Commodore or Board of Directors or in his/her opinion are not consistent with the policy and directives of the Board. Such expenses should be brought to the attention of the Board for guidance.