



PYC BOARD RESPONSIBILITIES AND JOB DESCRIPTIONS 3/22/2018

All Board Members

- Prepare annual projected budget
- Present monthly reports on activities under your control at board meeting
- Authorize and present to treasurer original invoices to be paid by the club
- Discuss and vote on motions brought before the board
- Contractors (who are not incorporated) that are expected to earn in excess of \$600 in a year must fill out a W-9 and include it with their invoice for payment. The form is needed to provide a 1099-MISC at year end. Examples are: lawn maintenance, tree cutting, etc.
- **Being a Director does not mean you do all the work. You are encouraged, when appropriate, to delegate.**

COMMODORE

- Conduct club and board business in accordance with the rules and bylaws.
- Schedule, direct the actives and business of the club through monthly Board meetings of the directors and sub committees.
- Act as the official representative of the Club.
- Authorize payment of all bills.
- Preside at Club meetings and issue calls for special meetings. This includes organizing the annual meeting/banquet in January. At the annual Banquet it is customary to present the flag officers with a burgee. If they stay in the post for more than one year no need for second flag (Prestige Flags--619 330 3404. The December Board meeting is usually a dinner hosted by the Commodore.
- If a controversial issue comes before the Board and there are 3 or more members missing from the monthly meeting, it is advisable that the motion be tabled.
- Solicit and appoint members to: non-Board positions and committees such as: Annual Nominating Committee made up of 2 – 3 past Commodores, Club Historian, Membership Committee, Editor Private Ear, Sailing Education Director, Long Range Planning Committee, Special Construction Projects, Land Committee, etc.
- Over see annual purchase of club insurance.
- Vote on Board action when there is a tie.
- Annually update US Sailing's PYC data base Id: 100161C, Password: ugddmh

PAST COMMODORE

- The past Commodore has no specific responsibilities on the Board but is a voting member.
- He also is on the Board of the 501C3 Privateer Education Foundation and reports on Learn to Sail activities to the Board.

VICE COMMODORE

- Officiate in the absence of the Commodore
- Accept one of the Board responsibilities
- Will be nominated to be Commodore the following year
- Be a co-signer on checks

REAR COMMODORE

- Accept one of the Board responsibilities
- Will be the Commodore elect in two years

BUILDING AND GROUNDS DIRECTOR

- Maintain the clubhouse and its systems:
- Hire Individuals or companies for Clubhouse and grounds upkeep and cleaning.
- Trash removal contracts.
- Plan and announce member work parties.
- Monitor, access and recommend need for shore retention systems or repair
- Member pathways and roads excluding individual cabin driveways.
- Arrange for winterization of the clubhouse, spring opening and storage of materials used in these operations.
- Bulletin Board upkeep.
- Arranging for firewood.
- Plan beatification projects of bushes, shrubs and flowers.
- Maintain electrical, water and security lighting scattered around the property excluding docks.

DOCKMASTER

- Handle, in order of receipt and according to membership status, requests for wet and dry slip assignments and changes. See “Boat Storage Policies and Assignments.” This includes the member requirement for carrying liability Insurance on their boats.
- Notify the Treasurer and Membership Director of any changes made in: Boats Owned, slip & dry sail assignments that affect billing and the club directory. E-mail the changes that affect billing. Include the date the change took effect. Send on or about the 15th of March, June, September and December.
- Observe that all slips are used in accordance with the PYC stated usage policies.
- Be the primary coordinator for any modifications and repairs to the docks or dry sail areas.

- See that any planned modifications are well designed, in the long term interest of the club, are accomplished using good workmanship practices, with quality materials and that costs do not exceed amounts budgeted by the Board.
- Assure that the Club complies with laws concerning environmental impact on the lake
- Keep the slip assignment charts updated both on the Club website and the clubhouse bulletin board.
- Oversee the scheduling and maintenance of the Marine Railway, South Cove hoist and the J lot lifting equipment. Make an annual visual inspection of the lifting systems for safety defects.
- Cut off and drain the water to the docks before freezing weather.

TREASURER

From the PYC Constitution Article 5, Section 6:

“The Treasurer shall be in charge of all financial work and records. He shall receive all monies and be in charge of all funds of the Club. He shall disburse money in Payment of the Club’s obligations that have been approved and countersigned by the Commodore. An audit shall be made once each year by an impartial committee of the Club appointed by the Board of Directors.”

- Enter necessary information, keeping the books, receivables and payables current.
- Prepare and mail Quarterly billing to membership including: Dues, Sales Tax, Capital Assessments, Cabin Lease, Cabin Property taxes, Dock fees, Dry Slip fees and a Club financial report.
- Check PO Box regularly for payments and other correspondence.
- Receive and deposit all payments from billings, Socials and Regattas.
- Pay bills.
- Reconcile bank statements.
- Notify and correspond with members in arrears.
- Prepare financial reports for Board meetings and Annual Banquet.
- File miscellaneous reports: Monthly Sales Tax, Annual report, 990, 1099’s, 1096, Tangible Personal property, etc.
- The Accountant should have general bookkeeping skills and working knowledge of QuickBooks computer software.
- Notify the Webmaster and Membership chair of changes in: Status, Names, Contact information including e-mail address.
- The Treasurer reports to the Commodore, the Board of Directors and the Membership.
- It is our policy to retain financial records for a period of 5 years, after which time we will destroy said record.

CLUB SECRETARY

From the PYC Constitution Article 5, Section 5:

“The Secretary shall be in charge of all secretarial work of the Club. He shall be responsible for the minutes of meetings, records, general information and correspondence. He shall be custodian of the Club’s records and documents.”

- Responsible for the minutes of monthly Board Meetings, Annual Meeting and special called meetings of the membership.
- Update the Constitution and Bylaws as required. Other gatherings within the realm of Privateer Yacht Club, such as committee meetings, fleet meetings, etc., should appoint their own recorder of minutes and submit them to the Board.
- Provide Board minutes in appropriate format for dissemination to the club. Currently, the instruments for communication are the club newsletter, *The Private Ear*, and the PYC website, <http://www.privateeryachtclub.org>.
- Work with the club newsletter editor and webmaster to publish all appropriate information.

RACING DIRECTOR

- In conjunction with the Social Chairman, Private Ear editor and Webmaster develop, distribute and maintain the Annual Race Calendar. It should include:
 - Dates and times of all races: Club, Fleet and DIYRA that affect PYC
 - Assigned Race Committee: For the dates and times of all races: Dinghy, PHRF, Wednesday Jam, Holiday and special club regattas. Assign two or 3 members for each date. An experienced member should always be coupled with an inexperienced member.
 - Remind members of their assigned duty the week prior.
- Coordinate activities with the fleet captains.
- Attend or be aware of DIYRA regattas and activities.
- Coordinate with Fleet Captains the scoring of club races and annual awards.
- Maintain and acquire race: gear, forms, flags, compressed air cans, etc., needed to run races.
- Work with the Club Boat Director to solve equipment problems.
- If the membership wants it, arrange annual Race and or RC training class.
- Annually assign a member to head participation in the Tennessee River Challenge Regatta. Assign a Regatta Chairman when PYC hosts the event.
- Monitor and update Club Race Rules.
- Coordinate ordering of trophies and returning of perpetual trophies for the Awards Banquet. See the website for details.
- Keep an up to date spreadsheet of member’s ability to do club race committee. This should include member request due to age or other reason to be exempt from this required member responsibility.

MEMBERSHIP DIRECTOR

- Provide the treasurer accumulated changes that will affect member fees by the 15th of the month preceding the beginning of the new quarter billing. Include the date the change took effect. Send on or about: March 15th, June 15th, September 15th and December 15th.
- Plan and manage public events, activities, and programs designed to bring in new members, basically marketing PYC to the general public.
- Propose, create and publish marketing materials such as brochures, flyers, banners, posters, etc. to promote sailing.
- Present to the Board applications for Associate and Family membership.
- Mail welcome letters to new Associates and those approved for Family Membership. These letters should outline the responsibilities of membership for Family and Associate members. The sponsors should be copied on these letters.
- When associates join the club announce their membership in the Private Ear. Their application form should have the information you need.
- Encourage Associate members to keep their Activity Log up to date as it is the major criteria upon which their application for Family membership will be decided. One year after becoming an Associate, present their applications for Family Membership to the Board. Encourage the member to be present at the meeting.
- Periodically solicit and update the Membership Directory Information: Address, Phone, Email, Boats owned, etc. Notify the Webmaster, Treasurer, Board and Editor of the Private Ear of these changes.

SOCIAL DIRECTOR

- Organize the Club's social events (one per month).
- Coordinate volunteers for the events.
- Advertise the events using: signage, Private Ear, e-mail and phone solicitation.
- Generate new ideas for events.
- Check that the clubhouse and kitchen have been cleaned up after events.
- Be the contact person for members requesting use of the clubhouse & grounds. Evaluate and present these requests to the Board for approval. Keep a current calendar of approved events.
- Make arrangements for beverages as needed at social events
- Accounting of income and expenses to the Board and Treasurer.
- Check and order paper goods including restroom supplies used at Club functions. This also includes gas for the grill. Propose and purchase the equipment needs of the kitchen.

CLUB BOATS AND MOTORS DIRECTOR

- Maintain safety and seaworthiness of club owned boats. (Includes Power Boats,

Sailboats, Paddle Boards and Kayaks)

- Every Spring and periodically during the sailing season do a safety check including: approved flotation devices, required navigation lights, sound signaling ability, fire extinguishers, and alternate propulsion methods, etc..
- Ensure fuel lines and tanks are in proper working order.
- Keep state registration current on all Club owned boats. Note: Tennessee law requires that “all mechanically operated powered vessels (including documented vessels and all sailboats) which are principally used in Tennessee must be registered.”
- Keep gas locker in an order and well supplied with fuel for club owned boats. Use Ethanol free 87 octane gas to prevent water in the gas and engine malfunction.
- Work closely with the Racing Chairman and Sailing Education Director to ensure Club boat readiness for the programs they support.
- Maintain the Club Equipment Use Policies including assignment of Club Sailboat Managers for check offs.