

# Westmoreland Yachting Association Position Descriptions and Procedures

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## ***Purpose***

This document will help officers and position incumbents to administer the Club. Position descriptions and necessary procedures are outlined in this document. The Bylaws were used to prepare this document, but, when questions arise, the Bylaws take precedence.

## ***Positions and Committees***

### **Commodore**

- As ranking officer of the Association, the Commodore shall oversee the Association. He/She shall conduct all general meetings and affairs of the Association.
- The Bridge, appoints committees and positions outside the election process. It is the Commodore's job to ensure the issue of these appointments is put before the Bridge.
- The Commodore shall be an ex-officio member of all committees.

### **Vice Commodore**

- The Vice Commodore shall be the second ranking officer of the Association and it shall be the duty of the Vice Commodore to assist the Commodore in the performance of his/her duties.
- In the absence of the Commodore, the Vice Commodore shall assume his/her duties and officiate.
- The Vice Commodore will review the Bylaws and, if necessary, engage the Bridge to appoint a Bylaw review committee.

### **Rear Commodore**

- The Rear Commodore shall be the third ranking officer in the Association. It shall be the duty of the Rear Commodore to assist the Commodore and the Vice Commodore in the performance of their duties as requested. In their absence the Rear Commodore shall assume his/her duties and officiate.
- The Rear Commodore shall have oversight and responsibility for planning the year's activity calendar and shall submit a yearly calendar of activities to the Bridge for final approval by 1 April of each calendar year.
- The Rear Commodore is also responsible for assigning Float Captains for events and overseeing their task of planning and executing their assigned event.
- The Rear Commodore shall also oversee the club's web site, whether doing it him/her self or by using a club volunteer.
- He/She will direct the Fleet Captains/Float Captains as needed or requested.
- In the absence of a Float Captain for any event, the Rear Commodore will assume those necessary duties to ensure all club trips or activities are accomplished.
- The Rear Commodore will instruct Float Captains of budget and assist in staying within budget. The Rear Commodore will also receive receipts for expenses and forward to the Treasurer.

### **Secretary**

- The Secretary shall be the custodian of the Association's records, except those

specifically assigned to others, such as the Treasurer's books. The Secretary shall keep minutes of organization and Bridge meetings, administrative correspondence and perform other duties that may be required of this office. The Secretary will keep on file all committee reports.

- The Secretary shall distribute correspondence by email to the greatest extent possible.
- The Secretary will supervise the preparation and release of all documents connected with the business of the Association.
- The Secretary will notify officers, committee members, and delegates of their elections or appointment.
- The Secretary will sign all certified copies of acts of the Association, unless otherwise specified in the Bylaws.
- The Secretary shall forward an electronic copy of the Bridge minutes, once approved by the Bridge, to the general membership. The Bridge minutes shall include at least a summary Treasurer's report. In general, minutes should be drafted within a week of the meeting, then sent electronically to the Bridge for approval. Bridge members should correct or approve electronically within 3-4 working days, after which the Secretary can send out the minutes to the membership. An option is to send the minutes and summary Treasurer's report to the webmaster so minutes can be passed to the membership with the monthly newsletter, The Mooring Buoy.
- The Secretary, with help, as necessary, from the Treasurer, shall ensure the Association maintains a PO Box and see that it is checked on a regular basis. The Commodore, Secretary, and Treasurer shall have a key to the PO Box.
- The Secretary shall act as the Membership Chair.
- The Secretary will assume duties of goodwill when cards or emails are in order for such events as illness, death and encouragement, as requested by the Bridge.

## **Treasurer**

- The Treasurer maintain all financial records, keep all accounts of monies received and paid, and perform all other duties that may be required of this office. The Treasurer shall have charge of the funds for the Association and shall keep a true written record of all sales receipts and disbursements. He/she shall render a written report at all meetings of the Association as described and requested.
- The Treasurer shall present a budget to the Bridge for approval by the Bridge. The General Membership does not have to approve the budget. That budget, and a \$250 additional Commodore approved discretionary expenditure limit, usually included in the budget, are the only funds that can be expended without approval of the General Membership.
- The Treasurer shall ensure that all membership related issues (dues payments, membership applications) are made known to the Secretary as he/she is the membership chair.
- The Commodore shall also be authorized to sign checks and will sign the signature cards. This is to ensure that under emergency situations or when the Treasurer is unavailable

checks can be prepared.

- The Treasurer will prepare a Treasurer's report for all Bridge meetings. In the absence of the Treasurer, a report may be filed electronically and presented to the Bridge members for a vote of acceptance.
- The Commodore will appoint an Audit Committee in October/November of every year to audit the Treasures reports and documents to ensure correct and accurate turnover for the next budget year.

### **Immediate Past Commodore**

- The Immediate Past Commodore shall assist the Commodore in an advisory manner.
- The Immediate Past Commodore shall assist the Commodore and Vice Commodore in the discharge of their duties.
- The Immediate Past Commodore shall chair the nominating committee.

### **Quartermaster**

- The Bridge shall appoint The Quartermaster or assign this duty to the Vice Commodore. The Quartermaster will be responsible for the purchase and resale of clothing, jewelry and other membership articles as directed by the Bridge. Expenditures must be authorized in the budget before the QM can purchase items for sale. The QM will submit a monthly report to the Treasurer of current inventory, advising him of purchases and sales for that month. All funds received will be delivered with the monthly report.

### **Historian**

- The Bridge shall appoint the Historian or use the Web master to perform this duty. The Historian shall maintain all WYA photographic archives. The Historian shall periodically display recent pictorial history to members assembled for local WYA events. The complete pictorial history shall be made available to members after advance notice to the Historian.

### **Web master**

- The Bridge shall appoint a Web Master maintain the web site. He/she shall report to the Rear Commodore.

### **Fleet Captains**

- Fleet Captains may be assigned by the Bridge for different locations or marinas, if deemed necessary. They shall be responsible for encouraging boaters operating out of their respective marinas/areas to become WYA members. Fleet Captains shall perform liaison duties between their respective marinas/areas and the Bridge. They will generally, but not exclusively, be assigned as Float/Event Coordinator for events in or near their area.

## **Float/Event Captains**

- These Captains are assigned by the Rear Commodore for each specific event. They are responsible for planning their assigned event, publishing information on the event to members and completing all necessary coordination to make the event a success. Any member can be assigned as a Float/Event Captain. They shall report to the Rear Commodore. They will adhere to the available budget for respective events and collect receipts to be submitted the Rear Commodore, for furtherance to the Treasurer for reimbursement.

## **Parliamentarian**

- The Bridge may appoint the Parliamentarian. The Parliamentarian shall be responsible for parliamentary procedures, rules, customs and debate and have a thorough understanding of the body of rules governing procedure described by these bylaws and Robert's Rules of Order.

## **Bylaw review committee**

- The Bridge may solicit at least 3 members to review the WYA Bylaws, when deemed necessary by the Vice Commodore. Any changes will be submitted to the Bridge, who will then present them for vote by the membership at the annual October General Membership Meeting.

## **Procedures**

### **Reimbursement of Funds**

- The attached reimbursement form will be prepared by any member who expended funds for the club.
- The Treasurer can approve the expenditure and reimburse the member if the funds were spent within budget for a budgeted item and a receipt or signed notice by the member that funds were expended. Normally the Float or Event Captain or his/her team for an event or the responsible party (such as the Web Master for web expenses, the Secretary for related expenses) will be submitting the form.
- For all expenses in excess of the budget or for non budgeted items, reimbursement requires the approval of the Bridge, and shall comply with all other rules on funds expenditures. The Treasurer is responsible for making a recommendation for vote of the Bridge on the item.

### **Membership Chair Duties**

- The Secretary shall act as the Membership Chair
- In his/her role as Membership Chair, the Secretary shall maintain all membership records and shall respond to all requests for membership.
- The Secretary will administer and maintain the membership roll, and will contact all members periodically to update membership information.

- The Secretary will receive all requests for new membership; record all information to update the Association's records, and forward monies to the Treasurer for deposit into the Treasury.
- The Secretary will provide new members with a copy of the Bylaws, a WYA burgee, and the membership roster.
- At a minimum, in December of each year the Secretary shall forward an updated membership list to all members.
- The Secretary shall prepare and deliver to all members their renewal membership cards once the members have paid their dues each year.
- The Secretary shall coordinate with the Treasurer to ensure all applicable information received by the Treasurer is passed to the Secretary.

## **Planning for Events**

In the Calendar of Events an individual will be assigned as the event Float Captain. That person is responsible for the event. Once assigned and because you volunteered to plan and execute an event, the following paragraphs give you information on making it a success. The Rear Commodore must be kept informed of all plans, details, and procedures.

Here is some general guidance. There are also specific details and more than a few hard-learned lessons stirred in, all intended as a foundation to help Float Captains do their job.

### Planning is Everything

In most cases the overall planning has been taken care of for you, e.g., the date and destination for your event. However, in a few cases, the location of certain cruise events sponsored by WYA will be selected by the Float Captain.

### Pass the Word to All Hands

The best-planned event will sink upon launching if no one knows it's going to occur. The responsibility for publicizing each event resides with the Float Captain. Bridge members will publicize the WYA schedule of events in their monthly *Mooring Buoy* articles and schedule of events in the Newsletter and on the web site. Nevertheless, the Float Captain should submit articles to *The Mooring Buoy* ideally for two successive months prior to the sign-up deadline. The copy deadline for *The Mooring Buoy* is the 25<sup>th</sup> of each month.

Why so much publicity? Several reasons. To collect cruise participants who did not indicate interest at the Planfest and to remind procrastinators. To alert members for whom this might be new information. To give the indecisive time to decide. And so on. The point here is, no matter how wonderful the event, you as Float Captain will have to help some folks get off the dime and sign up. Also, it's important to alert your fellow Club members to an upcoming deadline often—as the Club grows and events become more popular, late sign-ups are increasingly likely to be disappointed to find they've been shut out of oversubscribed events.

The Float Captain's article should include information about the cruise, deposit requirements, refund policy, how to sign up, and whether a deposit is required. The article should include a specific deadline for response. To avoid frustration and wasted effort, the Float Captain should set a sign-up deadline with sufficient flexibility, since many responses are received after the deadline.

The Float Captain may, after talking to the Marina, decide it is best to have each boat make their own reservations. If this is the case, it must be clearly advertised to the members by the Float Captain. Generally, we would like to move towards having members make reservations with the Float Captain who conducts business with the Marina, but a set policy is not in our interest as yet. If a deposit is required to make this work, the Float Captain can require such a deposit.

If selecting a destination marina for a cruise, the Float Captain must determine the availability of:

- An adequate number of slips which meet power, length, and beam requirements of the participating boats
- Food services, such as restaurants and grills
- Additional amenities (showers, shopping, water sports, swimming pools, tennis court, ground transportation, etc.)

The marina selection process will involve early communication with the operators of the site—by telephone, fax, face-to-face, e-mail, etc.

The general area for the WYA weeklong cruise(s) will be determined at the January Planfest. Following that selection, the Coordinator must obtain information noted above for multiple sites, preferably keeping successive stops no farther apart than 3-4 hours of cruising time.

The location of WYA-sponsored land-based events is somewhat governed by tradition. Cruise destinations vary from year to year and special events such as land cruising by car have been held at various locations in the region.

Owners and operators of any destination or event facility may change over time as might physical configurations and availability. Therefore, each site must be arranged through its owner/management annually.

#### Cruises, Membership Meetings, and Events

Cruises are scheduled to various weekend-accessible destination marinas or anchorages on the Potomac. For the longer cruises, destinations extend to the Chesapeake Bay, New Jersey, and North Carolina. In working with marinas, early contact is essential, both by phone and with follow-up in writing. Once the number of participants is known, the Float Captain should give the destination marina(s) the names of boats, sizes, power requirements, durations of stay, dinner reservations, and slip deposits.

#### Deposits

Deposits are sometimes required to *secure* a sign up. The signups at the January Planfest, if required, only indicate *interest: they do not secure a reservation*. The coordinator determines the deposit amount required, taking into consideration any marina requirements, and advertises it in *The Mooring Buoy*, with notice that checks are to be made out to the Float Captain, unless otherwise specified. The Float Captain works with the Treasurer to deposit them, and ensures that the marina is paid accordingly.

#### Cruise Arrangements

The Float Captain must also complete other arrangements with the marina and cruise participants, including the following:

- Activities—volleyball, picnic, local tours, etc.
- Correspondence/itinerary—send a letter, flier, or email to each participant outlining the cruise arrangements and providing a schedule of events, including plans for getting

underway and returning to home port. The notification should specifically let participants know that the Float Captain will assist them in making transit arrangements.

- Schedule of events—prior to or on arrival at the destination marina, each participant should be provided with a schedule of events. The schedule can be very simple (one page, preferably), and should provide all members with a timetable for meals, cocktail/dock parties, and information on available amenities. The schedule of events should include information regarding refueling and pump-out arrangements.
- Dinner plans:
  - Restaurant Reservations—if the Float Captain made or will make arrangements for participants to eat at a restaurant, then that information should be included in the schedule of events. A meal choice, if applicable, should be provided.
  - Other plans—for two-night cruises, one night should be planned for grilling, and one for eating out, with potluck happy hours both days.
- WYA Banner—the Float Captain should get the club banner from the Rear Commodore and carry on the cruise or event.

### Weeklong Cruises

The one- and two-weeklong cruises are big events. These cruises have typically been scheduled in July and August, and are occasionally scheduled to incorporate other weekend trips. The upper, middle, and lower Chesapeake Bay are the areas generally selected for cruising. The Float Captains vary the area of cruising from year to year, and also try to vary the marinas selected to include new destinations in addition to old favorites. The first night's stop is usually on the lower Potomac; the last night's stop should be scheduled so that the next day's cruise does not exceed six hours for the slower boats.

The information/planning necessary is similar to that for the weekend cruises. The Float Captain should acquire the necessary participant information (boat length, beam, number of participants, power requirements, dinner reservations, etc.). Again, even if deposits aren't required by the marina, the Float Captain may need them to determine the cutoff point for participation.

The Float Captain should send each participant an itinerary/float plan that provides a list of destinations, including marina telephone numbers, estimated daily cruising distances and planned activities at each stop. Typically, the Float Captain arranges a daily happy hour on the dock or aboard a volunteer's boat at each marina. For a two-night stopover, one night should be planned for grilling out and the other for eating at a local restaurant. Separate or phased dinner reservations should be made when the dinner group is larger than 10 people.

The week before the planned departure, the Float Captain should reconfirm reservations and other arrangements with the marinas on the schedule.

### Planfest

The annual Planfest is traditionally held in Colonial Beach, VA. The Bridge plans this event and should provide the WYA banner, PA system, pens, event sign up sheets, nametags, and markers, and sign in sheets. The Rear Commodore typically orders munchies type foods.



The WYA Board customarily presents a draft schedule of events for the membership's review and comments at the Planfest. At that meeting, volunteer members sign up to coordinate a variety of cruises and land-based events sponsored by the Club and other organizations.

At the Planfest Float Captains will collect names of prospective participants on sign-up sheets for their respective events.

### May Flag-Raising Ceremony

The WYA Bridge coordinates this event with a local marina, planning for both outdoor and indoor facilities—the latter especially important in the event of inclement weather. The individual assigned in the Calendar of events as the Float Captain is the lead on all actions for this event. The club provides a lunch or arranges for same at the local area, providing full information to the membership.

The WYA Bridge and set-up volunteers should arrive at the event site at least one hour prior to the event. The Bridge should provide a P.A. system, boom box and tape of the "Star Spangled Banner." The Rear Commodore, together with Board volunteers, will set up tent, tables, trashcans, coolers, drinks, etc. We may ask members to bring side dishes and desserts. The Secretary maintains a list of invitees but normally includes a team to present the colors, PRYCA representation, an individual to bless the event, and possibly a local dignitary to give a short speech.

### Events Sponsored by Other Organizations

The members of WYA have been very active in events sponsored or supported by the Potomac River Yacht Clubs Association (PRYCA) such as the following:

PRYCA Change of Watch

Cobb Island Days

Annual Float-In

End-of-Summer Party

A WYA Float Captain will be assigned for each of these events where we participate. The Float Captain is responsible to get the information on the event out to the members, determine who wants to attend and facilitate our clubs signup.

Other yacht clubs have also invited WYA members to participate in their events. Naturally, the dates of cruises and land-based events sponsored by other organizations are provided to WYA to be integrated into the WYA Annual Schedule. Accordingly, the WYA Float Captains must advise the membership regarding the date and site of these events. When appropriate, the Float Captain for an event will collect deposits and make reservations—providing boat dimensions, power requirements, and any other requested information.

## **Cruise Coordinator Check List**

### **Early Coordination:**

- Download and or review the “Event Coordinator’s Handbook from the Clubs web site at [www.wya-va.com](http://www.wya-va.com).
- Make initial contact with marina or facility. Establish tentative number of slips/general power or special needs. Review slip/power fees and cancellation policies as well as fees to reserve slips. Make sure your name/phone and e-mail is known. Review any special events, food reservation, pool availability and communication (hailing channel, etc.)

### **Two-Three Months Prior to Event:**

- Contact Members showing interest on the Planfest sign-up sheet by e-mail or phone to get commitment. At same time send a members broadcast to announce cruise and get folks to sign-up. Must advertise, remind and communicate if you are to have a successful cruise.
- Prepare an article for publication in the Club’s “Mooring Buoy” outlining the cruise details to include fees, deposits and data/information needs and send to Editor Phil Bolin at [philbolin@mvapolonia.com](mailto:philbolin@mvapolonia.com). Repeat your article each month prior to the event unless fully booked.
- Re-contact marina point of contact and confirm slips, food reservation and/or special events and keep the marina informed. If numbers change keep all informed. Plan a schedule of events with specific time or general schedule, as appropriate.

### **As Event Approaches:**

Create a group contact (e-mail addresses) list for the cruise. Send e-mail providing names/boat name & cell phone number of those attending, provide “schedule of Events”, remind of cancellation policy, and provide your contact numbers as well as the Marina contact numbers.

Prepare a welcome folder (or do so with an email distribution) with marina info, copies of final schedule and any other information available. Contact Rear Commodore to obtain a Club Banner to display on the cruise.

Coordinate cruise plans, as appropriate. Especially if new boater/members are doing a “first” cruise. They may want assistance with navigation or they may want to cruise with another member. Don’t let them forget a power cord or required power splitter, needed lines or a fresh water hose.

Welcome cruise members as they arrive at the marina or facility. Distribute “welcome packets” and have a great time. Docking can be a experience in itself...many a tale has been told.

### **Following The Cruise:**

- Prepare an after event report for your Board and e-mail to the Rear Commodore informing of any problems or suggestion to improve cruises. Then prepare an article with Pictures, if available, for The Mooring Buoy to let other know what they missed and to share memories with cruise members.
- Send appropriate digital photo with caption to the web master for posting to the Club's web site.
- Return Club banner to Rear Commodore.

### W. Y. A. EXPENSE AND REIMBURSEMENT VOUCHER

TO: TREASURER, WESTMORELAND YACHTING ASSOCIATION,  
P.O. Box 325, Colonial Beach, VA 22443

FROM: \_\_\_\_\_

The following expenses were incurred in the preparation of:

\_\_\_\_\_ DATE \_\_\_\_\_

Expenditures:            PURCHASES

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_ **TOTAL REIMBURSEMENT DUE**

Respectfully submitted, \_\_\_\_\_

REIMBURSEMENT APPROVAL Treasurer can approve and reimburse if funds were expended for a budgeted item and the expense was within the budget. In other situations, a Bridge vote is required for reimbursement. A receipt for the expense or signed note from the member of funds expended is required.

RECEIPTS/COST VERIFIED    (Y)    (N)

Treasurer Approval- \_\_\_\_\_

Disbursement made: \$ \_\_\_\_\_ Check No. \_\_\_\_\_