

PGIslanders Cruising Club Organization

This document is intended to provide additional guidance on the roles and responsibilities of the officers and directors of the PGIslanders Cruising Club.

It is hoped that this document will give guidance to current board members and support continuity from year to year as new board members are elected.

Overview

The activities of the Club shall be managed by a Board of Directors consisting of four principal officers (Commodore, Vice Commodore, Secretary, and Treasurer) and six directors, one each with responsibility for Membership, Communications, Cruising, Social, Education, and Webmaster.

Commodore

The Commodore is the chief executive officer of the Club. The Commodore, when present, shall preside at all meetings of the membership and the Board of Directors, and he/she shall have all powers ordinarily exercised by the president of an organization subject to the limitations imposed by the Board of Directors.

Yearly Duties:

- In March, send copy of schedule of board meetings and general membership meetings to the Board and the Executive Director of the PGICA for the next calendar year.
- Form audit committee consisting of a chairperson and two other members in January. Ensure their report is ready for presentation to the general membership at the March meeting.
- In April, welcome incoming Board and thank outgoing Board via email or in person at the Board Meeting.

Monthly Duties

- Create and send the Agenda for the Monthly Board Meeting one week before.
- Check website to see that it is correct and updated. Inform appropriate Directors if it needs to be changed.
- Approve monthly minutes before sending to Board.
- Write monthly Commentator Article or proofread if delegated to Vice Commodore. Article and photos should be sent to the Editor of the Commentator at editor.pgica@gmail.com. Guidelines shared at a meeting in January by the Editor of the Commentator should be followed.
- Work with Treasurer to ensure that all dues have been paid.
- Work with Membership to ensure that participation requirements, if any, are up to date.
- Work with Membership to make sure all new members have a qualified boat.

Other Duties:

- Attend quarterly PGICA Presidents' Council meetings.
- Participate in the PGICA open house/new member receptions as announced or have someone else attend on behalf of the club.
- Form Nominating Committee by October consisting of the most recent past commodore as chair and at least two other members. Ensure the committee report is sent to all members at least one week prior to the January general meeting.
- Be aware of the proper procedure for security at the PGICA and explain the information to members who will open or close the building.
- Present the Rules and Guidelines of the PGICA at April Board Meeting so all Board Members are informed.
- Have plaque inscribed for the Commodore's Award.

Vice Commodore

The Vice Commodore shall, in the absence of the Commodore, perform all duties of the Commodore and, when so acting, shall have the powers of the Commodore as authorized by the Board of Directors.

Ensure that the sitting Commodore's name is added to the plaque located in the hallway of the Civic Association building.

Select and purchase a gift/memento for the outgoing Commodore to be presented at the change of watch in January. This item is included in the annual budget.

Become familiar with the Bylaws and Operating Policies so that he/she can speak knowledgeably or refer members to the specific sections when questions are raised.

Become familiar with the conduct of meetings of the Board of Directors and the General Membership Meetings so that he/she can step in and conduct these meetings on short notice.

Assist the Commodore during meetings of the Board of Directors to ensure that motions are captured accurately and comply with the Bylaws and Operating Policies.

Assist the Commodore during meetings of the Board of Directors by monitoring adherence to Robert's Rules of Order and helping to keep meetings on track.

Be prepared to discuss upcoming plans, scheduled events and emerging issues with the Commodore as may be requested from time to time.

Deal with members' concerns and apply consistency with decisions that are made.

Write article and attach photos and send to the Editor of The Commentator at editor.pgica@gmail.com by the 10th of each month after obtaining Commodore's approval. Follow guidelines presented at the workshop held in early January at PGICA.

Secretary

The Secretary shall keep the minutes of Board of Directors meetings and those other meetings or activities required to be documented by these Bylaws. The Secretary shall see that all notices are duly given in accordance with the Bylaws or as required by law, shall be the custodian of all Club official records except for the financial records and perform all duties incident to the office of a Club secretary. The Secretary shall keep a separate register of all rules and Operating Policies adopted and see that the current Bylaws and Operating Policies are posted on the Club's website.

Take notes at monthly Board Meeting. Write them up as soon as possible after the meeting to help with recall of discussions. Send minutes out when completed to all Board Members as a "First Draft". Request that the Board Members review the Minutes and send back any changes. Prior to the next Board meeting (approximately 5-7 days before), send out the updated and revised minutes as "Final Draft of Minutes".

Operating Policy Changes, Additions or Deletions - Board will vote on a change, addition, or deletion to O.P. For additions, type up the number of the pertinent operating policy along with current policy. Type addition in italics and send to Executive Board consisting of Commodore, Vice-Commodore, Secretary and Treasurer. Once approval has been received, then send to Webmaster for insertion under correct policy number on website. Copy new Operating Policy in its entirety from website and place in Secretary Book along with last revision date on it. Keep copy of "change" in file of official records.

If General Membership vote is necessary, write up as Addendum to previous Board Meeting and place date of vote on it (General Membership Meeting date). Note Commodore opened the meeting at what time, write up vote and how it was passed and include with previous Board of Director Meeting Minutes.

The Commodore will name an Audit Committee, approved by the Board, on or before January 31st to review Treasurer and Secretary Records from the previous year. It must be completed by the March General Membership Meeting so records from the previous year will need to be turned over to the Audit Committee.

Treasurer

The Treasurer shall have charge of all funds, securities, receipts, and disbursements of the Club and shall deposit the same in banks or other depositories selected by the Board of Directors. The Treasurer shall be the custodian of all Financial Records.

- Treasurer shall render an account of the financial condition of the Club at all Board of Directors and membership meetings and in general perform all duties incident to the office of a Club Treasurer.
- Treasurer will prepare and present to the Board the following reports:
 - Treasurer Monthly Report
 - Treasurer Monthly Tax Report (copy to PGICA treasurer)

- Treasurer Monthly Profit & Loss Budget vs Actual Report
- Quarterly Report to PGICA Treasurer
- Treasurer will prepare an annual budget of income and expenditures based on requirements of the various Directors and/or committees. The Treasurer will present a tentative budget plan to the Board of Directors for review at its November meeting. The Board of Directors will review the plan and present a final budget recommendation to the membership for a vote at the regular December meeting.
- Treasurer will collect the Annual Membership Dues via the PGICA Club Express software working in conjunction with the Membership committee. The collection of dues and credit card fees to be entered into the PGIslanders' QuickBooks.
- Treasurer will provide reimbursement for club events and process vendor invoices in a timely manner, recording all in the Club's QuickBooks software.
- Treasurer will maintain the Club's QuickBooks Software ensuring up to date and supported.

A Ships Store person shall report to the Treasurer and is responsible for providing a monthly sales report. An inventory shall be maintained and an annual count to be provided to Treasurer.

Membership Director

The Membership Director shall have the responsibility for maintaining membership records of members and for any other membership matters prescribed by the Board of Directors.

Report information to the Commodore before each Board meeting, or as otherwise requested by the Commodore. Present a report at each Board meeting and General Membership meeting.

Serve as greeter and recorder at monthly general meetings. Set up a greeting/sign-in station at the entrance to the general meeting.

Welcome new members and guests and provide paper nametags. Introduce new members and guests during the meeting.

Provide sign-in sheets to record member attendance at each meeting.

Process new membership applications.

The current membership application process is completed online through the PGIslanders website. When a potential member applies, it will automatically be forwarded by email to the Membership Director.

Review the application to see if it is complete and if the prospective member(s) meet all the requirements in the Bylaws. New members must be members of PGICA and own a qualifying boat in the Charlotte Harbor area. They must not be members of another PGICA cruising club. The Membership Director then contacts the applicant for any missing information and to clarify any potential problem areas in conflict with the Bylaws.

Approve the membership application if responses are satisfactory and welcome the new member(s) into the club. All such approvals will be presented to the board of directors at the next monthly meeting for review and confirmation.

Add the new members to the Excel spreadsheets and online database.

Share information with the Treasurer, Communications Director, and Webmaster to update the Master Membership Roster.

Verify information for nametags (nicknames and boat name) and provide to Ships Store Person for ordering along with burgees. Forward birthdates to the Sunshine Person.

Actively encourage prospective new members to join.

Attend twice-monthly socials (when possible) to greet prospective new members who attend. Provide nametags.

Attend the new member events at PGICA (when possible) with at least one other Board member, setting up a table and talking to prospective members.

Follow up on any contacts with prospective members shared by others.

Update the tri-fold brochure yearly that is placed in the information rack at PGICA and distributed to any prospective new members. New officer names and phone numbers, photos, and other information may need revision. Maintain a stock in the PGICA rack. Brochures may be printed in the PGICA office.

At the end of the year meet with the incoming Membership Director to hand off Sample Excel sheets and explain details of the spreadsheet.

Cruise Director

The Cruise Director(s) shall have the responsibility for coordinating the boating activities of the Club. On average, 30 cruises are scheduled each year by the Club – this is based on past-recorded performance. This average number of cruises should serve as a guideline for the number of cruises to be expected for the year.

Actively recruit members to act as captains for cruises on a regular basis throughout the year.

Include a mix of day, overnight, and combination cruises. In some cases, cruises may overlap so use good judgment on where it will work so there are good choices for members.

Keep a current calendar and spreadsheet of cruises held, proposed, and planned for the year, as well as cruises held the previous year. Include in the existing spreadsheet the cruise captain names and a tally of the Cruise Awards, as well as whether a cruise report was posted. The spreadsheet shall be shared by the outgoing Director to the new Director before the first meeting in January.

Assist cruise captains by explaining the procedure and referring them to the Cruise Captain Guidelines document on the website.

Update the cruise schedule on the website as soon as a cruise has been approved.

Submit either a written or verbal report as required by the Commodore at each Board Meeting showing current and proposed cruises for the monthly meeting. If required, send a current Cruise Spreadsheet to the Commodore and Vice Commodore.

Prepare and submit "Cruise Committee" slides to the Commodore and Vice Commodore for incorporation into the Monthly General Membership meeting presentation. Include the number and types of cruises held to date and for the month, a list of planned cruises with cruise captains, proposed cruises, and Cruise Awards for the month.

Ensure that a cruise report (with photos if possible) is received after each cruise takes place. Forward this to the Webmaster and Membership Chair. No credit for service or participation will be given until a report is received.

Present the report of the Cruise Committee at the monthly General Membership meeting. Advertise and solicit Cruise Captains for proposed cruises, and ensure that if a Cruise Captain is not present, they receive their award at a subsequent meeting

Social Director

The Social Committee shall have responsibility for coordinating the social activities of the Club.

- Plan annual events with the organizers, sites, and vendors.
- Coordinate with other Committee members events that have a service/social blend of member involvement.
- Recruit and support members to plan and chair events. When an event is planned, the Social committee helps the organizers and work crew know the rules for use of the PGICA building, provides instructions for planning, promoting, running, record keeping and summary report to the Treasurer, Membership, Webmaster et al.
- Act as liaison with the PGICA for use of the hall and managing the club storage area.

The goals of the Social committee center around providing opportunities for club members to gather and have fun as an extension of our mutual love of boating. We hope to have at least one or two events per month and to encourage members to both suggest new ideas and to volunteer to lead or co-lead an outing or party.

Education Director

The Education Director shall have responsibility for the boating education activities of the Club.

- Plan for monthly programs except for the June, July, and August meetings as well as the Christmas and Change of Watch meetings, during which there is no education program. Consult Commodore for other exceptions for the current year.
- Meet with Co-Chair if one exists, as soon as possible. Draw up a theme for the year and discuss speakers who would fit this agenda. Speakers can come from the Club or outside sources.
- The best results will be obtained if the original contact with speakers is made by phone. Follow-up can be done by email. Make clear that a stipend is not offered to our speakers. However, there is a \$350 budget for the year if needed. A Tervis Tumbler or a PGIslander Baseball Cap may be given from the Ship's Store. Member presenters can opt for a gift certificate from the Ship's Store.
- Request that the speaker email his/her resume facilitating the introduction at the start of the meeting.
- Once the speaker has agreed to come confirm a date and discuss the scope of the topic. It's best to request a presentation no longer than 20 minutes followed by 10 minutes of questions. Inquire if a PowerPoint program will be used and whether the speaker will bring a lap top computer or flash drive.
- Arrange for a qualified club member to set up the laptop computer and projection system. The speaker, the qualified club member, and Education Chair should arrive 30 minutes before the meeting begins to set up. The sound system for the microphone must also be checked.
- One or two weeks before the club meeting, contact the speaker and confirm the date, time, and all necessary arrangements for the program.
- About one week before the meeting, send a description of the program to the Email Coordinator at: communications@pgislanders.org. Request that this announcement be emailed to the club membership.
- At Change of Watch, pass on all records to the new Education Chair.

Webmaster

The Webmaster shall be responsible for the updating and publication of the PGIslanders' Web site.

- Ensure that the Domain Name of 'Pgislander.org' is registered to the Club and that it is hosted by a reliable company within the Club's budget.
- Assist members in registering and logging in on the website so that online registration for events is possible.
- Arrange for access to those who need it to update the website (Commodore, Vice Commodore, Cruise, Social).
- Maintain the Web Site content, which includes:
 - Keep the calendar up to date with all club functions. Add new items as soon as possible, and at least within two days.

- Add reports and pictures to the appropriate pages when submitted by the Cruise Captain or Social Chairperson.
- Add other content or make changes as requested by the Board.
- Update committee member names on the various pages.
- Arrange for an up-to-date directory listing of the Board members and Chairpersons.
- On a yearly basis make sure all links on the various pages are correct.
- Maintain a current copy of the Club's Bylaws, Audit Report, and Operating Policies.

Communications Director

The Communication Director shall be responsible for maintaining an accurate email address list for all current members and distributing it on a regular basis. The Communications Director shall direct emails to all Club members as the situation may require.

The Communications Director is the conduit for club information. This includes info about upcoming cruises, social events, educational meetings, and club rosters.

Maintain a database of relevant club member information including the member's name, address, phone numbers, email address, year joined, and boat name, make, model, and length. Update roster with new information supplied by the Membership Director. Supply the Membership Director and Webmaster with any updates received from members.

Maintain an accurate email address list for all members to be used to send club information to members. If couples have separate email addresses maintain both addresses in the list so club emails reach all members.

Most of the emails are time-sensitive; the Communications Director should send club emails within 48 hours of any request.

When sending an email to multiple club members, the Communication Director shall use the BCC (blind carbon copy) field for all member email addresses to maintain member privacy.

Publish a Member Roster and a Boat Photo Roster and distribute to the membership twice a year, or more often if updates exceed ten.

The Member Roster shall include the information maintained in the database described above. Alphabetize by last name of member. Some of our members are couples with different last names. In these instances, duplicate entries should be made – one with the first member in the first position and the other with the second member in the first position. This allows members to easily find any name in the Member Roster.

The second roster, the Boat Photo Roster, contains a listing of all boating members, alphabetized like the Member Roster. Couples with different last names should have duplicate entries. Besides name, the Boat Photo Roster shall include the vessel's name, make, model, and length. If a member owns a second

boat, include its information, too. Effort should be made to acquire photos of the members' vessels to include in the roster.

Sunshine Chair

A Sunshine Person reporting to the Membership Director shall send appropriate best wishes on behalf of the Club to any member who is seriously ill or condolences to the member's family in the event of death. The manner of communication shall be determined within the annual budget.


Birthday Cards

Contact Membership Committee the first of each year for an updated list of all members (list provided should have each member's name, email address and birth date.

Each month Email a "Birthday" card to the member celebrating their special day and sign it from "Your PGIslander Friends".

Get Well Cards

Request members at large to contact the Sunshine Person when they hear of a member who is ill.

Email a "Get Well" card to the member whether they are ill or had surgery. 

Sympathy Cards

Sympathy cards will be sent through US Mail.

Sunshine Person keeps or obtains cards along with "Forever" stamps and is reimbursed for purchases by the Treasurer.

Nominating Committee

There shall be a Nominating Committee consisting of three members and chaired by the most recent Past Commodore available to serve. The other two committee members, not current office holders, shall be appointed by the Commodore with the approval of the Board of Directors no later than October 1st each year. The Committee shall select and place into nomination one Club member in good standing for each Board position. Each nominee must have agreed to serve if elected. At least one week before the January General Membership meeting each year, a report of the Committee will be published detailing the slate of nominees.

Criteria and Consideration for Selection of Proposed Board

1. Member must be in good standing (met requirements or will meet by year's end).
2. Look for members who are relatively active and show interest in the club.
3. Look for members who have not been on the Board in the past 3+ years.

4. Try to have a few new members.
5. Try to have the member fit the position.
6. There is normally a natural progression upwards (Secretary to Vice Commodore to Commodore). Make sure the member you select for a position is someone that fits the next higher Board seat. While not mandatory for the member to move up, you should consider this in the event they do want to move up.
7. Call only one member for each position and wait until you get their acceptance of that position. Otherwise, you may end up with multiple members accepting the same position. (Although we are an e-mail club, in this case phone calls are more personal and quicker than waiting for an e-mail response. E-mail can hinder the process.
8. Member must agree to accept the nomination.

Audit Committee

There shall be an Audit Committee appointed by the Commodore, with approval of the Board of Directors, and consisting of a Chairperson and two members. This committee shall have responsibility for reviewing all books of the Secretary and Treasurer, all financial transactions of the Club and any other information necessary to determine the financial health of the Club. The Audit Committee will become effective on or before January 31st to carry out their inspection for the previous fiscal year and will issue a written report of their findings and recommendations to the Board of Directors by the March Board meeting. A summary report will be made at the March General Membership meeting.

Materials should be gathered, and a meeting of the committee scheduled. At this meeting, the minutes of the monthly Board meetings are reviewed to become familiar with any notations or authorizations that might affect the finances or expenditures of the club or its members.

The deposits and withdrawals in each of the monthly bank statements are reviewed. Look for any unusual withdrawal or abnormal activity. Other than dues, the largest financial activity comes from our social events. There should be no more than a minor discrepancy between the fees collected and the expenditures made by the chairman, unless a larger expenditure is authorized by the Board for a special event.

If questions or suggestions arise, a conversation with the Commodore should take place and issues resolved if possible. Then a report should be written and submitted to the Commodore to be shared with the Board.