

COMMODORE:

In Coming Change of Watch

- At change of watch dinner, when being installed as the new commodore, you will be expected to take over the meeting after the exchange of flags and stars in the program. Be ready to introduce the new officers and committees for the coming year. You will also be expected to have some brief remarks. After your remarks you will then ask for a report from the Vice Commodore and after that the Rear Commodore. Once the report from the new officers is completed, you will then adjourn the meeting. The Staff Commodore is in charge of the Change of Watch dinner and agenda for the meeting. In general, work with the Staff Commodore to see what you're required to do at the meeting and when he/she would like you to do it.

COMMITTEES

- There are seven committees that are appointed by the Commodore.
 - Ripple Editor, (1 person)
 - Membership Committee (3 people)
 - Audit Committee (3 people)
 - Sunshine Committee (1 person)
 - PICYA Delegate (1 person)
 - Fleet Captain (1 person)
 - Supply Officer (1 person)
- Usually the people that held those Committees will continue to run those Committees the next year. The new Commodore might want to check with the Committees to insure that they want to continue as before.

Cruise Pennants

- Track cruise attendance for cruise stars.
- Pick up cruise flags in November for the addition of cruise stars. The flags will be handed back out at the change of watch in January.
- The following is the requirement to earn a cruise star:
 - A member must attend all but two cruises that are planned for the year.
 - A cruise is considered attended if one or more of the family participate in any part of the cruise.
 - Once a cruise flag is full of cruise stars, any additional stars will be a smaller gold star placed upon an existing star. (Board minutes May 19, 2007)

Ripple Articles

- Write articles for the ripples. There is an edition of the ripples before every cruise. Coordinate with the ripples editor and the vice commodore for article due dates.

State of California request of corporation officer update

- The State of California send you a letter with a form requesting updated information on the Board of Directors for the Club. Expect this letter about the month of August. This form also request a check be sent in with the information. The amount of the check will be specified in the letter. Work with the Treasure to update the information requested, and have the Treasure send in the form with the proper fee. Insured the form and the fee are mailed back to the State by the due date.

Board of Directors Meetings

- Preside over board of directors meetings. There are at least four meetings a year not to include the change of watch. Coordinate with the vice commodore to set meeting dates on planned cruises.
- A Quorum for a Board of Directors meeting is four members of the Board.
- Set agenda for directors meetings. (sample agenda attached)
- The last quarterly meeting of the year a vote of new officers and directors must be on the agenda. The nominating committee is required to present to the membership a list of nominations of officers and directors for the coming year one month prior to the last quarterly meeting. The nomination committee is comprised of the three most recent past Commodores.
- The agenda of the last quarterly meeting must include the appointment of the audit committee. This committee must have three members who shall inspect the accounts of the Dos Rios Yacht Club and be prepared to present an Audit report at the January Change of Watch meeting.

Cruises to Host Yacht Clubs

- The Commodore represents the Dos Rios Yacht Club usually at one of the dinners. Be prepared to thank the Officers of the host Club. You might want to make an effort to get the names of the Officers of the host club prior to the dinner.
- You will usually be expected to introduce the Dos Rios Officers that are present at the event.
- Make an effort to thank the cruise director and others responsible for organizing the cruise or event.

PICYA

- Expect a bill for membership in the PICYA. This bill should be sent to the treasure for payment. You will also receive an order form for the Yearbooks for next year and a request for updates to the officers for the next year. You will need to update the officers and any information for the coming year, and then place an order for the next years' books. This order and request for changes will be due usually mid December. The firm due date will be included in the information that you receive. The PICYA books are usually handed out at the March cruise. Once the changes have been made for the PICYA they will send the club a bill for the changes. PICYA charges a fee for every line that is changed in the Clubs section of the book.

Audit Committee

Revised 01-05-08

- At least thirty days prior to the Change of Watch the Board is to appoint a Chairperson and two members to serve as the Audit Committee. This Committee reviews the finances of the Yacht Club and provides a report to the membership at the change of watch.

Out going Change of Watch

- Remind the Commodores to bring their flags and stars to the change of watch meeting.
- The Commodore will conduct the meeting once turned over from the Staff Commodore. Be prepared to thank the people that have helped you through out the year. It is customary to give a gift to the staff and board members that have helped you out over the last year.
- Pass out the Cruise Pennants with the updated cruise stars.
- After the exchange of flags and stars to the incoming Commodore, and the command staff, the meeting will be handed over to the New Commodore.

Revised 01-05-08

Dos Rios Yacht Club
Board of Directors Meeting
DATE

Secretary's Report	NAME OF SECRETARY
Treasurer's Report	NAME OF TREASURER
Rear Commodore's Report	NAME OF REAR COMMODORE
Vice Commodore's Report	NAME OF VICE COMMODORE
Staff Commodore's Report	NAME OF STAFF COMMODORE
Commodore's Report	NAME OF COMMODORE
Director's Report	NAME OF DIRECTOR NAME OF DIRECTOR NAME OF DIRECTOR
Membership Report	NAME OF COMMITTEE PERSON NAME OF COMMITTEE PERSON
PICYA Report	NAME OF COMMITTEE PERSON NAME OF COMMITTEE PERSON
Fleet Captain's Report	NAME OF FLEET CAPTAIN
Old Business	
New Business	
ADJOURN	

Revised 01-05-08