

STAFF COMMODORE:

- Arrange for the Change of Watch (COW)
 - Work through the Vice Commodore as the event director for this dinner.
 - The Change of watch occurs in the month of January.
 - Select the site, menu and date. Currently the venue is the Contra Costa country Club. The reservations can be made through Bob Whalen.
 - Make reservations early as possible after the last COW dinner.
 - Produce an announcement and sign up sheet. Run all information through the Vice Commodore so that information and figures can be double checked. This should prevent any oversights or surprises. (see Cruise Directors information)
 - The Vice Commodore will collect the money, and produce the spread sheet for the Staff Commodore.
 - Produce Agenda for the COW. See the attached sample agenda.
 - Produce program for the COW (create documents or get them printed)
 - Insure the list of new officers and directors is in the printed program
 - Arrange for gift for outgoing Commodore
 - Arrange for flowers for outgoing bridge spouses secretary, and treasurer.
 - Insure all officers bring their stars and flags to dinner for pass down
 - Be MC at the COW
 - Make sure bill for the dinner is paid.
- Be a member of the nominating committee.
 - The three immediate past Commodores make up the Nomination Committee. The Nomination Committee is tasked with providing the

names of members to be voted upon for next year's Officers and Directors

- o Nominations for Officers and Directors can also be made by any person in the club. The member making the nomination must present their nomination to the Secretary at least 15 days prior to the annual meeting for election.
- o The Nomination Committee is also tasked with putting together the Audited Committee. The Audit Committee is comprised of three members of the Club. This Committee must be established 30 days prior to the January meeting. See the job description for the Audit Committee for details of their function.

Revised 07-23-07

Sample
AGENDA

1800	SOCIAL HOUR	
1855	PLEDGE OF ALLEGIANCE	NAME OF PERSON
	INVOCATION	NAME OF PERSON
	PAST COMMODORES PRESENT	NAME OF PERSON
	<i>(RECOGNIZES THE PAST COMMODORES IN ATTENDANCE)</i>	
1900	DINNER IS SERVED	
2000	MEETING IS CALLED TO ORDER	STAFF COMMODORE
	CONDUCTS THE MEETING	COMMODORE
	MINUTES	SECRETARY
	TREASURER REPORT	TREASURER
	AUDIT COMMITTEE	COMMITTEE CHAIR PERSON
	DIRECTORS REPORT	DIRECTOR REPRESENTATIVE
	MEMBERSHIP COMMITTEE	COMMITTEE CHAIR
	GOOF CUP COMMITTEE	COMMITTEE CHAIR
	REAR COMMODORE'S REPORT	REAR COMMODORE
	VICE COMMODORE'S REPORT	VICE COMMODORE
	CRUISE PENNANT PRESENTATION	COMMODORE
	ACKNOWLEDGEMENTS	COMMODORE
	NEW BUSINESS	COMMODORE
	INTRODUCTION OF NEW STAFF COMMODORE	OLD STAFF COMMODORE
	PRESENTATION OF SILVER STARS	
	CHANGE OF WATCH	NEW STAFF COMMODORE
	EXCHANGE OF FLAGS AND STARS TO NEW OFFICERS	
	NEW COMMODORE'S REMARKS	NEW COMMODORE
	INTRODUCTION OF THE NEW OFFICERS & COMMITTEES	
	NEW VICE COMMODORE'S REPORT	NEW VICE COMMODORE
	2007 CRUISE SCHEDULE	
	NEW REAR COMMODORE'S REPORT	NEW REAR COMMODORE
	ADJOURN MEETING	NEW COMMODORE