

VICE COMMODORE:

- **AT THE CHANGE OF WATCH DINNER BE READY TO PRESENT THE CRUISING PLAN FOR THE YEAR.**
- **THROUGH OUT THE YEAR, HELP THE COMMODORE IN HIS JOB**
 - Learning what you'll do next year as Commodore. is faster if you:
 - help make decisions with him/her
 - work out some policy questions together
 - Share your cruising ideas, activities, and venue possibilities with him/her so you don't make a serious mistake
 - By this time you will have already made your plans and enlisted Cruise Directors that will put on the cruises for the year. Work with your Cruises Directors and finalize any reservations and loose ends for the year.
- **SET UP A SPREADSHEET FOR THE CRUISES –**
 - Use one spreadsheet per cruise or event
 - The Excel program works well for this task.
 - Include as much information as you will need (see attached sample)
 - This is used for everything from reservations, meal selections, boat or car arrival.
 - Send a finalized spread sheet to the commodore at the end of the event for cruise star record keeping.
- **ESTABLISH A PUBLISHING SCHEDULE FOR YOUR CRUISES**
 - In cooperation with the Ripples Editor, determine all of the publication dates
 - When individual cruise fliers must be ready for publication
 - Deadlines for articles about past cruises.
- **PREPARE FLIERS FOR EACH CRUISE**
 - Either you or your Cruise Director,
 - Prepare descriptions and details of cruise
 - List all events, costs, cruise leader, VHF channel, Defibrillator boat, etc.
 - Be responsible for reservations of cruise participation, meals requested, days/nights attending, all payments and deposits.
 - Either you or Cruise Director coordinate with responsible party at visited site, to inform of meal types and numbers, number boats arriving, and times, etc.
 - The summer and fall cruises usually have a printed plan for the week. This document is usually distributed at the kick off dinners.
- **ATTEND EACH CRUISE AND SOLVE PROBLEMS**
- **ATTEND ALL DRYC MEETINGS, AND PROVIDE INFORMATION AND REPORTS AS REQUIRED.**
- **PRESENT AN END-OF-YEAR REPORT AT THE CHANGE OF WATCH**