



Basic Duties of the Officers of the **BAKERSFIELD MODEL YACHT CLUB**

COMMODORE:

1. Liaison officer to stay in contact with the AMYA and keep the AMYA appraised of activities of the Bakersfield Model Yacht Club, as required using the Internet and E-mail.
2. Schedules regattas with BMYC Officers as required.
3. Establishes a working committee to handle upcoming regattas.
4. Solicits ideas for club improvements to pass along to appropriate members for action.
5. Delegates duties to other BMYC Officers as necessary.

VICE COMMODORE:

The Vice Commodore shall perform all of the duties of the Commodore in his stead in case of absence or non-attendance of the Commodore. He shall maintain close contact with the Commodore and will assist the Commodore on all matters pertinent to the function of the BMYC.

SECRETARY:

1. Maintains and updates mailing list and boat lists.
2. Maintains a list of model suppliers for use by club members.
3. Keeps records of club communications for entry in the club's files.
4. Contacts members regularly to notify them of upcoming events.
5. Supports Commodore in communications with AMYA and other sailing organizations.

TREASURER:

1. Processes membership applications and all incoming funds.
2. Handles all money matters – spending of club funds – with the advice and consent of BMYC Officers.
3. Provides financial reports on a regular quarterly basis.

RACE DIRECTOR:

1. Establishes a race committee to help run all scheduled regattas, along with the club picnic, and determine funding, food, beverages and trophy expenses.
2. Coordinates the purchasing of medals, ribbons or other types of awards to recognize member's participation in, and presentations to, to top three finishers in scheduled regattas, special event races, and other awards that may be established.
3. Maintains records of all regattas and races of the club and passes on to the Secretary & Webmaster.
4. Maintains a copy of the AMYA Official Starting tape and provide same when needed.
5. Assists in the selection and placement of buoys (Course Markers) for regattas as required.
6. Presides at Skipper's Meetings to explain rules and protocols prior to regattas.
7. Supervises all class boat measurements and weighing and issuing of approvals and certificates.
8. Delegates duties and appoint committees of BMYC members to assist duties as necessary.

WEB MASTER:

1. Maintains BMYC Website and updates as required.

REAR COMMODORES:

The Rear Commodores shall be available to perform to help Commodore and Vice Commodore as needed during the year.