

LCBC Commodore Responsibilities

- Be an active participant in all functions of the board
 - Help with Rules and Regulations of the club
 - Assist board with time frames on leases (Manson Parks & Lucerne)
 - Answer Questions for the membership & be a sounding board for the membership
 - Generally be an active member & aide to the entire board
 - Be a Good Stuart of the LCBC
 - Be familiar with rules & regulations of the LCBC
 - Support Board decisions
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- The Commodore shall preside at all meetings of the Association & shall exercise general supervision over the affairs of the Association, performing such duties as required by these by laws and by the parliamentary authority adopted by the Association. The Commodore shall also serve as the Chairperson of the Board of Directors.
 - Set agenda items to be considered at called meetings both for General and Board of Directors & to prepare the agenda accordingly
 - Open all General Boat Club and Board of Director meetings at the appointed time and shall preside over said meetings
 - Enforce rules relating to debate in order to expedite business
 - State & put to a vote all questions and motions.
 - Shall schedule the Board of Directors meetings at the beginning of term
 - Shall have a copy of the by-laws at all meetings
 - Shall be an ex-officio member to all committees
 - Assure that an accurate recording of minutes from each General & Board meeting is promptly distributed to the Board and made available to general membership
 - Shall conduct the election of officers at the annual membership meeting
 - Be an active advocate of the Boat Club's mission
 - Encourage other board members and committee members to fulfill their obligations and perform their duties
 - Shall be a good representative of the boat club in the community
 - In charge of putting on the Commodore's Ball each year

LCBC Vice-Commodore Responsibilities

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- Run Board meetings and club meetings when the Commodore is absent
 - Have a copy of the by-laws at all meetings
 - Be familiar with by-laws of club and Lucerne
 - Attend Board and General Meetings
 - Be up to date on all aspects of the LCBC

LCBC Treasurer Responsibilities

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- Manage all finances of the LCBC
 - Prepare Treasurer's Report for each General and Board Meeting
 - Get approval from board and pay bills when due
 - Ready year end ledger for accountant by June 1: Le Porte Financial, Chelan, WA
 - Ready cash boxes, tills, etc for events and make deposits following events
 - Transfer all moneys at year end into savings accounts to balance for year end.
 - Formulate preliminary budget for board to review for the following year at the October Board meeting and present final budget to club at November board meeting
 - Pay lease to Manson Parks & Rec Department, 4,000.00 + 5% increase starting in 2009 + leaseholders excise tax of 12.84% (will be bill from parks dept)
 - Manage rental cabin @ Lucerne including registration and fees (\$10/night, \$20/three nights, \$50/week)
 - Invoices all members, before Dec 1, for dues due Jan 31 of each year
 - Preside over meetings in the absence of the Com. Or Vice Com
 - Be familiar with the bylaws and rules & regulations of the club
 - Pickup mail & process mail @ post office

LCBC Secretary Responsibilities

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- Issue all notices for all meetings
 - Take, Keep & Distribute general and board minutes
 - Read minutes from past meetings at current meeting
 - Keep membership informed by issuing a monthly newsletter
 - In cooperation with Commodore & Board members, shall send out notices to membership & dues invoice
 - Post all general minutes on the website
 - Post minutes and newsletters at clubhouse
 - Send out any cards (sympathy, congrats, etc.)
 - Communicate with membership to verify new members
 - Add new members to mailing and email list & let board members know of updates
 - Post a current membership contact list at clubhouse
 - Attendance is **vital** at meetings

LCBC Social Chair Responsibilities

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- General Meetings & Pre Meeting Social schedule (send out with dues sheet)
 - Oversee social events
 - Ask or assign committee to help with events and socials
 - Board members not allowed to head committee
 - The raffle ticket 50/50 money goes towards social fund
 - Keep Calendar Posted and Updated at Boat Club w/ general meetings, board meetings, when clubhouse is rented, & events
 - Rent clubhouse \$200 day, plus \$200 damage deposit – sponsored by member; 30 day ahead of time
 - Work with Membership Chair to have membership booth at each event
 - Contact Grounds/Maintenance person before functions so that grounds look good

Extra things to do:

- Make coffee for meetings
- Set up (with help) & Clean up Pre-meeting socials

Social Ideas:

- Apple Blossom Float - May
- Moonlight Parade (decorate boat & full moon party in July/August)
- Casino Night
- White Elephant & BYOB
- Garage Sale
- Father's Day Breakfast
- Biker Rally Breakfast
- Sunday BBQ's
- Football Viewing Parties
- Luau
- Poker Run
- Commodore's Ball – Commodore is responsible for this event
- Pre- Meeting Socials

LCBC Social Chair Responsibilities – Cont'

Helpful Information:

- Noise Ordinance law- quiet down by 10:00pm
- Events – rent the club for the day, event must be quiet by 10:00, cleaned up and out by 12:00
- Member sponsoring event must let person in, stay for entire event, and lock up after it is clean
- Clubhouse needs to be cleaned by 10:00am the following day of a rental
- Members can use the clubhouse free, but need to check with you for available dates and to be put on the calendar
- We ask club members to donate 4 paper towel rolls & 4 toilet paper rolls if they have more than 50 people
- Events that you charge club members for: wedding reception, class reunion, family reunion or any event that need s to be 'private'
- Events that we don't charge club members for: birthday parties, small parties, use of clubhouse, bbq's
- If we offer the clubhouse at no charge to other nonprofit organizations- we ask for a donation of 8 paper towel rolls & 8 toilet paper rolls + they must bring and use their own paper plates, napkins, etc... & clean

LCBC 1 & 2 Year Board Positions Responsibilities

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LCBC Past-Commodore/At Large Board Member Responsibilities

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- In addition will serve a one year term to assist the new commodore in transition
 - If there is now Past Commodore there will be an At Large position and will have the same responsibilities as a 1 or 2 Year Board Member