



Handbook of Responsibilities & Procedures for Mariners of PGI Executive Board

Revised 02/2023

Commodore:

- Chief Executive Officer for the Club
- Must be a member in good standing
- Signatory on club bank account for term in office
- Attend and preside over all Board and General Membership meetings or designate the Vice Commodore or Past Commodore to preside if absent.
- Develop Agendas for the monthly board meetings and distribute to the board prior to the monthly board meeting
- Call special meetings as listed in the bylaws
- Must comply with all PGICA Guidelines
- Refer to Mariners General Meeting Set up per addendum
- Compose monthly Nautical Notes article by the date established by the editor.
- Appoint special committees to the board as necessary
- Appoint members for board vacancies with board approval
- Present “statement of the affairs of the club” at the November annual meeting along with voting for the next year’s board.
- Schedule joint board meeting in early December with the current and incoming board members
- Appoint Audit Committee with approval by the board
- Appoint a representative from the Audit Committee to present the Audit Report to the February Board and General Meeting
- In January join the Treasurer and Secretary and become signatories on the club’s bank
- Know the PGICA rules and guidelines for clubs
- Follow Mariners bylaws and operating policies
- Serve as ex-officio member of all committees except the Nominating Committee
- Select attendee(s) for PGICA meetings/functions
- Attend PGICA Presidents Council meetings or appoint a representative
- Follow guidelines as listed in the bylaws
- Choose a nominating committee per the bylaws
- Assume the responsibilities of the Treasurer in their absence
- Confirm the charity selection for the Holiday party and present it to the board for approval

Vice Commodore:

- Second in Command
- Must be a member in good standing
- Attend all Board and General Membership meetings or designate a representative when absent
- Serve the duties of the Commodore when the Commodore is absent
- Oversee and monitor the website, newsletter and respective budgets
- Compose and submit a monthly article as established by the Commentator Editor. (It is beneficial to attend the writers workshop held at the PGICA in January.)
- Responsible for obtaining advertisers and ad layout for the newsletter.
- Send invoices to Advertisers in early March for the new advertising year beginning in April.
- Refer to PGICA guidelines when soliciting new advertisers
- Responsible for recruiting the Nautical Notes editor and proofreader which requires Publisher software.
- Provide Nautical Notes editor and webmaster a list of advertisers
- Responsible for the selection of the "Advertiser of the Month" and present to the board and at the General Membership meeting
- Follow guidelines as listed in the bylaws
- Purchase past commodores' flag for the change of watch ceremony for reimbursement by the club. ●
- Maintain an up to date original of the bylaws and operating procedures noting the dates of any additions, deletions and or modifications. Furnish any updates to the web master with the Board approved wording. ●
- Recruit and appoint a Chairperson for the Regatta Event
- In January confirm with the PGICA room reservations for the time of the Board & General Member meetings of the current year and for the following year. The meetings are to be held the fourth Monday of each month except December.

Secretary: Records and maintains the minutes for the club.

- Must be a member in good standing
- Serve as signatory on club bank account
- Attend all Board and General Membership meetings or designate a representative when absent
- Record minutes of board and general membership meetings
 - o Prepare from meeting notes and provided agendas a draft of the board and general meeting minutes and submit to the board for review and revise with any edits
 - o Edit the minutes if necessary, by board approval and forward the general meeting minutes in a PDF format to the webmaster for posting for general membership review 3 to 5 days prior to the upcoming general member meeting
 - o Place approved board and general membership minutes and Treasurers Report along with any other formal documents into the Minutes Book.
- Ensure all notices are given in accordance with the bylaws and assist with procedures for bylaw changes
- Serve as the custodian of all the club's official records except membership
- Maintain the length of record retention of the club's official records as required by the PGICA ●
- Follow guidelines as listed in the bylaws
- Assist with participation credits reporting as needed by the Membership Director
- Assist Membership Director as needed with Waiver Communications
- In January provide the PGICA with current names of all Mariners Board of Directors

Treasurer:

- Financial Officer for the Club main signatory on the bank account during their term in office
- Must be a member in good standing
- Attend all Board and General Membership meetings or designate a representative when absent
- Provide Treasurers Report to the Board and General Member meeting
- Handle banking relations with the club's bank
- Deposit funds on a monthly basis
 - Obtain revenues from Membership Director pertaining to the collection of Dues and New Member Dues o Obtain revenues from the Membership Director or designee for the monthly 50/50
 - Obtain revenues from Social Director or Event individual collecting for any proceeds from social events o Obtain revenues from Ships Store
- Issue check(s) to pay approved expenses for the club
 - Inform club leadership and participating members incurring expenses for their respective activities the procedure for requesting reimbursements done online and requires approval from the respective Director prior to presentation to the Treasurer
- Reconcile the check book monthly
- Email month to date Treasurers Report to the board at least 2 days prior to meeting
- Email monthly report to the webmaster for posting on Mariners website and present at the General Member Meeting.
- Track expenses versus budget and present to board monthly
- Arrange, along with the Commodore, for the yearly audit of the books
- Serve as the Chairperson for the Budget Committee per the bylaws
- Follow guidelines as listed in the bylaws
- Provide PGICA 501c3 tax exempt explanation and assist general membership if needed
- Track financials using Quicken Software
- Provide a quarterly report to the PGICA Executive Director by the 15th of the month following the end of each quarter. This report shall follow the PGICA guidelines and include a bank statement and reconciliation report.

Education Director:

- Provides meaningful, informative, interesting and educational programs for the lifestyle of the Power and Sailboat Mariner culture.
- Must be a member in good standing
- Attend all board and general membership meetings or designate a representative when absent
 - Recruit members to serve on committee to establish a calendar of Educational Programs o Present to the board planned upcoming presentations and topics
 - Develop programs and topics receptive to the general membership, such as;
 - Destination Education
 - Historical Information i.e. History of Punta Gorda Marine Life
 - Anchor deployment training
 - Humorous Programs i.e. Trivia on Mariner's Q & A's

- Coordinate Education Program calendar with Social, Membership and Cruise Directors
 - Social Director may have scheduled an Eat Before We Meet and is customary not to have an Education Program at that general membership meeting
 - Coordinate with the Membership Director when special room set up is necessary to delegate to the individual(s) in charge of room set up and take down
- Schedule and confirm presenters from the Education Program Calendar
 - Reach out to obtain and confirm presenters at General Member meeting.
 - Determine if necessary, equipment will be needed for the presenter and coordinate with the appropriate individual
 - Education Director should be prepared for last minute presenter cancelations and should be flexible and have a backup presentation
- Schedule education program through to January of the following year.
 - Member presenters will receive participation credit
- Compose monthly Nautical Notes article by the date established by the editor.
- Serves as the contact person for the Boaters Alliance
- Follow the guidelines as listed in the bylaws

Membership:

- Serves as the club's member recruiter and liaison for new members; maintains participation record for members, maintains record of current membership dues paid and outstanding, assigns volunteers for member sign in, 50/50, sunshine person and responsible for room set up and take down.
- Must be a member in good standing
- Attend all board and general membership meetings or designate a representative when absent
- Responsible for new member processing
 - Receive new member application
 - Check for up to date membership in the PGICA and obtain their member #
 - Confirm boating course with prospective member
 - If the prospective member has no such training; provide the toll-free number for an online course and certificate
 - Check if the one-day course is completed and email the completed application to the board for approval
 - Inform the new member and educate the members regarding the club's required participation credits needed to remain a member in good standing
 - Obtain Board approval via email or at Board Meeting.
 - Inform the new member on how to sign up online for cruise and social events
 - Once board approval is received, order member badges and request photos and bios for the new members to be forwarded to the webmaster to update the roster
 - Inform new member how to set up their log on procedure
 - Schedule to introduce new members at the general membership meeting and present the members with their burgee and traditional ships store items
 - Introduce new members at the weekly Happy Hour and other events

- Membership renewal dues may be collected during sign in at general meetings
 - Collect check, record date received/paid on sign in sheet
 - Give the paid dues to the Treasurer
 - Maintain a waitlist of any new applicants when necessary
 - Review quarterly the membership status with the PGICA
- Oversee Membership Director's approved budget; recruit and appoint members to serve on committee for specific reoccurring tasks:
 - Staff sign-in table and record member attendance for the general membership meetings
 - Appoint an individual to staff a table to make available for purchase the 50/50 tickets and be present throughout the general membership meeting to select winners and distribute the winnings and keep the proceeds for the club to be given to the Treasurer
 - Appoint and oversee a Sunshine person responsible to acknowledge members special occasions, get well and condolences
 - Appoint individual responsible for room set up and take down, and coordinate with respective Director programs
- Responsible for composing a monthly article for the Nautical Notes that should include the names of new members; the article should be membership related and submitted to the NN editor as established.
- Responsible for monitoring the number of members in the club and those no longer members
- Responsible for maintaining a list for the year of members meeting participation credits and send information to the webmaster to keep current
 - Participation credits are updated monthly and sent to the webmaster to keep current
 - Send member roster changes/corrections to the webmaster on a monthly basis
- Responsible to maintain Associate Members meeting participation credits
 - Prepare a yearend report for outstanding dues and participation points needed by members by Nov 1st
 - Call out to all members with outstanding dues and report the number of unpaid dues to the board
 - Inform members not meeting the required participation credits by November 1st
 - Member can request a Waiver to be presented to the board in November
 - If a waiver is requested the member must provide reason why the participation credits could not be met and must be submitted to the board in November
 - Any decision by the board will be conveyed to the Membership Director to inform the respective member(s)
 - Member resignations should be provided to the board and the names forwarded to the webmaster to remove from the roster
- Follow guidelines as listed in the bylaws
- Responsible for the purchase of the Past Commodore Plaque from Vendor to be placed on the respective Mariner plaque on the PGICA wall.
- Responsible for the purchase of Past Commodore silver name badges from vendor.

Social Director:

- Responsible for the planning of entertaining Land based events for all Mariner Members to gather and enjoy a variety of social activities
- Must be a member in good standing
- Attend all Board and General Membership meetings or designate a representative when absent. ● Manage and recruit social event committees and subcommittees to develop and implement social activities. Should conduct regular committee meetings.
- Oversee the Budget and approve expenses and reimbursements for all committees and activities
- Any expenses over the budget must be approved by the Board
- Establish a Social Calendar of Events including traditional Mariner signature events and present to the board
 - Coordinate social events with the respective Directors to avoid scheduling conflicts; i.e. Education Director when an Eat Before We Meet is scheduled
 - Coordinate with the Membership person responsible for room set up and take down for any necessary room arrangements
- Activities and Signature Events include:
 - o Eat Before We Meet (usually a minimum of two scheduled)
 - Reserve auditorium with PGICA for required additional time prior to the general meeting at least 30 days in advance
 - Planned prior to general membership meeting, food service required
 - Establish member fee for the EBWM and monitor related expenses
 - Room is set up with round table and chairs usually a well-attended event
 - o Welcome Back Picnic for returning members usually occurs in the fall
 - Select the location and date/time
 - Recruit volunteers to develop the event and food preparation and beverage requirements, byob etc.
 - Typically, a member volunteer event for food/beverage and set up
 - Oversee the assignments for cleaning up
 - o Event for all members known as the Regatta scheduled for 1st week of April.
 - Social Director appoints a representative to serve as Liaison on the committee and provide the Director with a progress report
 - o Holiday Party held in December usually no general board meeting scheduled
 - Chairperson chooses the theme and charity and presents to the board for approval
 - Charity donations checks are shall be made payable to the charity.
 - Oversee individuals assigned to develop and implement event stay within approved budget
 - Review location and costs and set attendee fee
 - o Change of Watch, acknowledging past leadership and inducting new leadership
 - Recruit/assign a chairperson to develop and implement event
 - Ascertain location
 - Menu
 - Theme/decorations
 - Set attendee fee
 - Prepare visual presentations
 - Agenda
 - Master of Ceremonies
 - Photographer

- Oversee the committee and/or individuals and volunteers implementing scheduled social activities o
 - o Approve all expenses to be incurred for the event
 - o Ensure Event information is submitted to the webmaster to post to social calendar and link for sign-ups o
 - o Ensure event notices are sent to all members
 - o Have individual assigned to collect all fees for the event and submit to the Treasurer
 - o Photographer(s) assigned to events and sent to the webmaster for the Nautical Notes
- Compose a monthly article for the Nautical Notes and submit by the established date
- Responsible for member participation information be sent to the webmaster on a monthly basis and Social Director should maintain a current list of participation credits obtained by all members responsible for implementing events
- Follow guidelines as listed in the bylaws

Cruising Director:

- A multi-faceted position incorporating the club's mission of social cruising, with emphasis on safety in discovering and coordinating boating destinations for power and sail boating mariners.
- Member in good standing
- Attend all Board and General Membership meetings or designate a representative when absent
- Recruit someone to run the Ships Store
- Manage and recruit a Cruising Committee, should conduct regular committee meetings. o
 - o Cruising Committee
 - Develop Cruising Calendar
 - Plan and arrange a variety of cruise activities through February of the following year.
 - Selects the destinations and dates for the cruise
 - i.e. Lunch, overnight and anchor outs
- Cruising Director and Committee outreach for Cruise Leaders and make certain to submit Cruise Leaders participation credits to the webmaster and recognition at the general membership meeting and anchor placement done by the Ships Store
- See Planning Guide for Cruise Leaders to follow and monitored by Cruise Director
- Refer Cruise Leaders to the Easy Planning Guide for Cruise Leaders available on the website ●

Manage the Cruising Committee budget

- Report on cruising activities at the Board and General Membership meetings
- Recruit and appoint a representative to work with the Social Director for the Annual Signature Power, Sailboat and all member Event
- Follow guidelines as listed in the bylaws

Immediate Past Commodore:

- Provides previous experience in leadership and working with the PGICA
- Member in good standing
- Serves in the absence of both the Commodore and Vice Commodore
- Serves as the Chairperson for the Nominating Committee
- Manages the Recognition Committee
 - Oversight of the recognition committee budget
- Follow guidelines as listed in the bylaws