

Position	Job Description
Commodore <i>Elected Position</i>	Delegates duties to applicable RYC office positions and committees. Represents RYC at CRYA functions/activities and events. Conducts monthly meetings. Includes induction of new members to RYC membership -present burgee, name badges and club book. Represents one vote at the Columbia River Yachting Association (CRYA) meetings. Prepares and e-mail monthly meeting report to secretary directly following meeting.
1st Lady	Typically spouse or significant other of the Commodore holds this position. Coordinates the Commodore's Dinner. Represents RYC at CRYA Ladies' Nights and encourages RYC 1st mates attendance. Arranges for tiara for Daughter of Neptune.
Vice Commodore <i>Elected Position</i>	Arranges the monthly meeting location. Stands in for Commodore when he is unable to attend RYC or CRYA meetings/functions. Primarily mimics the Commodore as needed. This office prepares candidate for the office of Commodore.
Rear Commodore <i>Elected Position</i>	Attends CRYA meetings. Includes: takings notes and presenting report at the RYC meetings. Represents one vote at the CRYA meetings. Attends other functions when neither Commodore or Vice Commodore are able to attend. This office prepares candidate for the office of Vice Commodore. Prepares and e-mail monthly meeting report to secretary directly following meeting.
Treasurer <i>Elected Position</i>	Oversees financial management and fiscal health of our club. Includes collection of dues, reimbursement of expenses and payment of bills. Reports due at monthly meetings.
Secretary <i>Elected Position</i>	Prepares minutes and oversees incoming and outgoing correspondence with other clubs or organizations. Prepares agenda & minutes for monthly meetings.

Membership Coordinator <i>Appointed Position</i>	Oversees efforts to enlist new members. Coordinates membership roster and continually updates the rooster. Changes reported at monthly meetings. Coordinates RYC booth at the Boat Show. Orders and maintains membership stuff - includes clothing, hats, burgees, notebooks. Emails report/club roster changes to secretary following meeting for inclusion with the minutes.
Fleet Captain <i>Appointed Position</i>	Club Cruise coordinator. Coordinates CRYA Opening Day with Commodore. Prepares cruise schedule in October with current and prospective next year's Commodore for following year. Turns cruise schedule into CRYA. Announces cruise destinations and solicits membership to participate. If destination schedules overlap, coordinates with other clubs present and solicits joint activities.

Committees	
Activity/ Decorations <i>Appointed Position</i>	Coordinates with Commodore and Fleet Captain regarding activities and/or decorations for opening day, closing day, boating and non-boating functions.
Hearts & Flowers <i>Appointed Position</i>	Sends out birthday/sympathy cards. Contacts membership if not present at 3 or more consecutive meetings/functions regarding status. Makes club aware of illnesses or sympathies. Prepare and email report directly following monthly meeting for club minutes
MISC	Newsletter, maintenance of membership roster, printing and mailing of yearly membership material, web site, dues notice. Non boating functions