

**Birmingham Sailing Club
Commodore Duties
11-19-2007**

- Set the agenda for the year
- Work with each member of the BOG and each Committee Chair to determine what they will accomplish and what support they will need
- Communicate regularly with the BOG
- Communicate regularly with the membership
- Schedule all BOG meetings
 - Communicate schedule to BOG and encourage attendance
 - Set the agenda for each meeting
 - Preside over meeting
 - Follow up with members as required
- Work with the Treasurer to establish a budget
 - Get input from BOG and Committee Chairs
 - Negotiate priorities
 - Gain approval of the board
- Write a column for each issue of the Hornblower
 - Commodore's Comments
- Assign all major committees to a BOG or Committee Chair
 - Find volunteers for open positions
 - Work with each member to support them in carrying out their responsibilities
- Nominating Committee
 - Establish a Nominating Committee according to the bylaws
 - Develop a slate of candidates for a vote of the membership
- Select annual winners of the Sportsmanship and Service awards
 - Purchase trophies
 - Present at an appropriate club function
- Select gifts for BOG and Committee Chairs
- Schedule and Call the annual meeting
 - Report on club activities

- Offer a slate of candidates for approval of the membership
- Represent the club in regional and nation associations
- Address issues as they arise
- Ensure that tax return is properly filed and that 1099s are issued