

JOB DESCRIPTION:	Commodore
Adopted:	April, 2019
Reviewed:	April, 2019
General Function:	The Commodore holds the office of President of the Corporation and Resident Agent. The Commodore presides at meetings of the Board and the Members, supervises the chairs of committees, carries into effect the actions of the Board and Members and performs other duties assigned by the by-laws.
Essential Duties:	<p>Essential Duties the Commodore is responsible to carry out or ensure are carried out by designees.</p> <p>January</p> <ol style="list-style-type: none"> 1. Make a list of potential Nomination Committee Members and Board candidates 2. Dues bills mailed by Treasurer - January 1st <p>February</p> <ol style="list-style-type: none"> 1. Boat slip lottery drawing by Waterfront Chair - February 2nd 2. Set Annual Meeting/Commodore Reception dates 3. Assemble Nominating Committee - 3 members (Chair+2) 4. Consult with Treasurer and/or Resident Agent regarding filing of Michigan Annual Report - Due May 1st <p>March</p> <ol style="list-style-type: none"> 1. Dues due to Treasurer - March 1st 2. Boat Slip agreements received by Commodore - March 1st 3. Dues reminder + \$100 late fee mailed by Treasurer 4. Nominating Committee firms up slate 5. Write Welcome notes to new members upon receipt of initiation fees and dues - late March <p>April</p> <ol style="list-style-type: none"> 1. Guest Membership applications due to Membership Chair - April 1st 2. Late dues/fees to be received by the Treasurer - April 1st 3. Delinquent dues payers deemed inactive and notified by Treasurer - April 15th

4. News to Breeze for May edition: Commodores letter; slate; committee chairs; annual meeting date, proxy and summer social calendar - mid April

May

1. Fill any vacant committee positions
2. Memorial Day - post Guest Membership (GM) applications and sponsor letters on Bulletin Board - usually done by the Membership Chair

June

1. GM applications and sponsor letters out in a special Scuttlebutt - early June
2. *Send Board and Committees invite to an early season cocktail party - early June*
3. Have Membership Chair update web membership phone directory - early June
4. Vote on GMs after a minimum of being posted for 2 weeks - mid June
5. Begin preparing for the Annual Meeting. Contact Committee Chairs for preparation of their reports to be given at the Annual Meeting and to be sent to the Secretary - mid-June
6. Contact GMs with acceptance (send with May Breeze and directory) - late May
7. Let the Treasurer and the membership Chair know of the Board response to the GM applications - late May

July

1. 2nd/3rd Saturday is the Annual Meeting and the Officers Meeting following the Annual Meeting - mid July

August

1. Incoming Board and Committees' terms begin - August 15th
2. The Treasurer renews the Marina and Liability Insurance - mid August
3. Commodores' Reception - mid August

September

1. Write Thank you notes to outgoing Board Members and Committee Chairs
2. Update GM package and web Files and Forms with new Board/ Committees/Membership Chair

October

1. Appoint any vacant Committee Chairs
2. Full Membership requests are due from the Guest Members to /the Membership Chair - October 15th
3. At October Board Meeting review GMs interested in Full Membership

November

1. Board votes on Guest Membership requests. Send a welcome note to approved Guest Members
2. New Full Memberships finalized and notified by the Membership Chair - November 15th
3. News to the Breeze for the December edition: Commodore letter; thank old/welcome new committee chairs

December

1. Consider nominating committee appointments and Board suggestions
2. Pay Bottomlands Lease by December 31st - the Treasurer does this

Anticipated Budget Needs:

Contractors used to assist the Chairperson:

Other Information that might be helpful: