

Windcrest Board Of Governors Openings

Please contact Vice Commodore or Rear Commodore to volunteer for either of these positions.

Sec. 5. The **Secretary** shall keep minutes of all Club meetings, permanent records of all Club activities, and conduct all Club correspondence. The secretary will compile and distribute to all members a complete list of active members as of March 15th of the current year.

The Club Secretary needs be available to attend all meetings of the BOG and any additional meetings as called by an Club Officer past or present to record what was done in the meeting. Club Secretary works with Treasurer to produce annual dues and fees renewals. Club Secretary maintains an Excel Workbook and uses the workbook to create annual Club Directory.

Sec. 8 The **Activities Captain** shall be responsible for the development and planning of Club social functions and non-racing sailing activities (except junior programs and training programs).

The Activities Captain works with the various Fleets to create social calendar for the year including which Fleet(s) or BOG will host each events. Then passes the calendar information along to Secretary, Windword Editor, and Webmaster for publication. During the year, the Activities Captain ensures Fleets are prepared for hosting their event, and coordinates any needs if necessary. Assists Fleets with budget and if needed approval for expenditures with the BOG. The Activities Captain may also run a Ships Store either online with orders, or at events selling stock and taking orders.