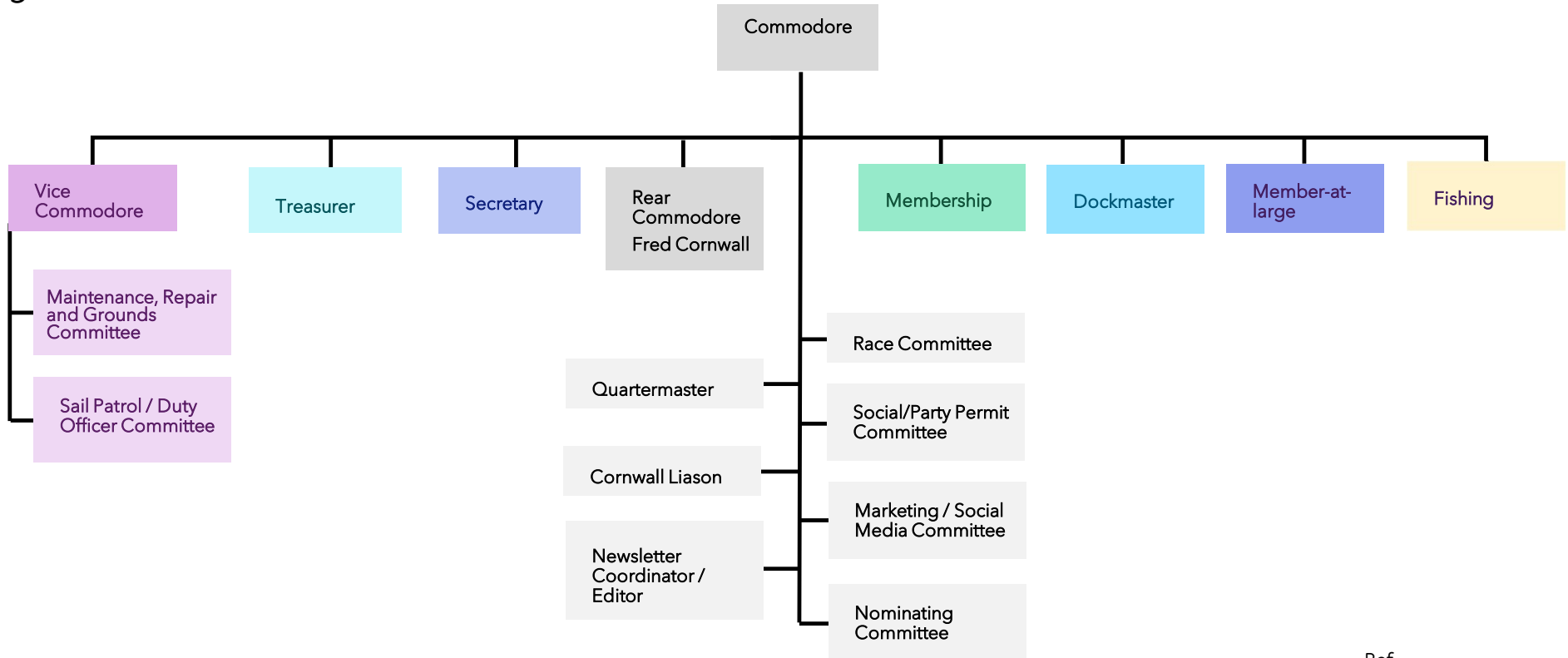


Pultneyville Mariners, Inc

Organization chart



Refer to next page for brief descriptions of board positions

Ref.

Constitution rev Feb2021

By-laws rev Jan2022

DESCRIPTION OF BOARD POSITIONS –

Volunteer positions make the club operations possible, if you have an interest in any role, please volunteer...contact Ann Michele Bouwmeester (ambouw1@gmail.com)

- **Commodore:**

- Responsible for the execution of the Club program including budgets, club events and special projects to promote the mission of the club and benefit its members.
- Preside over and set the agenda for all Board and Business meetings.
- Appoint and discharge committees and/or individual members to organize, research and plan major club activities

- **Vice Commodore:**

- Oversee Maintenance and Repair Committee, and Sail Patrol, is responsible for directing and/or ordering trash or dumpster pick-up, beach raking, propane gas delivery and other tasks as necessary for safe operation of the buildings and grounds
- Organize the spring and fall work parties, appoint a Sail Patrol/Duty Officer Coordinator

- **Treasurer:**

- Receive all monies due the Club.
- Pay all just bills against the Club as authorized by the budget and the Commodore.
- Maintain accurate records of all monies received and disbursed and ensure financial records are retained for a 10-year period
- Prepare a budget for the upcoming fiscal year and present it to the Board and Club membership for approval.
- Pay all applicable taxes and file relevant tax forms as required under federal and/or New York laws.

- **Secretary:**

- Keep minutes of all Board meetings and Business meetings and provide a copy of the minutes to each person in attendance at the meeting.
- Maintain all Club correspondence and communications
- Review and approve Party Permits

- **Membership Chairman:**

- Accept and process all membership applications; review them for accuracy and completeness
- Keep records of both total and Social memberships so as to maintain quotas set by the Board and By-Laws.
- Regularly provide an up-to-date membership list to the Board of Governors.
- Membership fees collected and reviewed for accuracy; submitted promptly to the Treasurer.
- Work closely with the Dockmaster for docking, storage and boat space availability, and coordinate with the Dockmaster regarding membership cards and lock changes.
- Maintain a working relationship and coordinate with the Fishing Membership Representative to manage annual fishing member applications.
- Maintain an up-to-date roster of all types of memberships
- Prepare and distribute a yearly membership directory with member contact information

- **Dockmaster**

- Work with Membership Chair on membership type and boat and storage information
- Responsible for assigning all boat dock and shed storage and keep accurate records including a complete inventory of boat shed storage, wall dock space and dry sail and "Cat Island" space.
- Use the boat and shed inventory to identify abandoned boats and boats with unpaid storage fees and arrange for removal or payment.
- Inventory, test, rotate and replace as needed the locks on Club buildings each season to maintain security of buildings and member property

- **Member-at-large**

- Accountable to the general membership of the Club.
- Responsible to the membership to represent and clarify all individual or group issues and make recommendations to the Board while being open-minded to diverse ideas and respectful of member opinions differing from his/her own. The Member-at-large is the members' ombudsman.

- **Fishing Member Representative**

- Elected separately from other Club Officers during the month of November of odd-numbered years for a 2-year term (renewable one time) by a simple majority of the fishing
- Has voting rights for any items relating to or affecting the Fishing Members.
- Responsible for coordinating all communications back and forth between PMI and the fishing members, coordinating elections and voting for the next Fishing Member
- Manages the annual membership process for existing member renewals and addition of new members,
- Holds fishing members to standards of NYS fishing rules and PMI policies and rules for the use of the property during the off-season.

DESCRIPTION OF STANDING COMMITTEE CHAIRPERSONS OR POSITIONS –

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- **Race Committee**
 - Organize race days based on racer interest and weather forecasts
 - Coordinate race day details like finding volunteers to set and collect the marks, and ensuring the Sail Patrol is on duty
 - Provide regular communications with club members through the Club newsletter and regularly contacts potential racers during racing season
 - Report to Commodore
- **Sail Patrol/Duty Officer Committee**
 - **Sail Patrol**
 - Provide a club-based resource to aid sailors in trouble
 - Ensure the sail patrol equipment is in order and PMI has a group of members who can safely operate the Sail Patrol boat and who are comfortable in supporting sailors needing help
 - Train and certify the rescue boat operators
 - Maintain Sail Patrol boat
 - Report to Vice Commodore
 - **Duty Officer**
 - Responsible for the recruitment and coordination of members signing up for Club Duty Officer days for weekends and holidays starting on Memorial Day and ending on Labor Day
 - Ensure that new members understand Duty Officer responsibilities and how to complete them
 - Establish a sign-up process for 2 Duty Officers (2 member families or separate individual members) per day
 - Ensure that vacant dates for Duty Officer assignment are filled, and reminder members in advance of their scheduled date.
 - Maintain a Duty Officer calendar (with the assigned members' names and phone numbers) and make it available in the Duty Officer Binder, ensure that the Duty Officer Binder is up to date and has paper membership forms available
 - Report to Vice Commodore
- **Social/Party Permit Committee**
 - Presents a list of proposed social events to the Board by March 1st for approval
 - Recruits Event Leaders after checking with the previous Event Leaders for repeat events and creates the annual PMI Social Events Calendar.
 - Works with the Membership Chairman to create a list of members who selected social event participation on their application and uses this information for recruitment of individual event committee members
 - Contacts Event Leaders two weeks in advance of their event to check on their progress and provide support as needed. Event Leaders are responsible to organize and conduct the social events with the help of the individual event committee members.
 - Evaluate and implement tools and processes for collecting and processing party permit application
 - Establish guidelines in relation to numbers of guests and types of parties that can be directly approved by the Secretary without additional approval of the Board of Directors
 - Establish policies and procedures related to collection of party permit payments
 - Report to Commodore
- **Maintenance/Small Repairs/Grounds Committee**
 - Responsible for routine maintenance of buildings and docks
 - Projects are reviewed and approved by the Board
 - Significant repairs may require a scheduled work event organized by the committee chairman and/or Vice-Commodore
 - Report to Vice Commodore
- **Marketing /Social Media Committee**
 - Responsible for the Club's social media including maintenance of the Club website providing up-to-date information on racing, social events, Club information and applications, Club email accounts, and web-site blogs, an archive of the "Mainsheet"
 - Report to Commodore
- **Nominating Committee**
 - Bring more members into active participation in the governance of the Club
 - Present a list of candidates to the current Board for their consideration prior to the end of the calendar year
 - Report to Commodore
- **Club Quartermaster**
 - Monitor and purchase food preparation and bathroom supplies
 - Organize and maintain the supplies in the supply closet and post contact information and a guide for locating supplies
 - Provide the Treasurer with itemized receipts for reimbursement of purchased supplies
 - Report to Commodore
- **Cornwall Liason:**
 - Relays all necessary communications between the Cornwall Family LLC and the PMI Board of Directors regarding buildings and grounds, maintenance, finances, membership and social activities
 - Involved with the periodic renewal of PMI's lease with the Cornwall Family LLC
 - Report to Commodore
- **Newsletter Coordinator/Editor**
 - Compile and publish the newsletter "Mainsheet" monthly throughout the sailing season and as needed in the off-season.
 - Maintain an up-to-date email list for distribution based on current membership as provided by the Membership Chairman
 - Report to Commodore