



DIRECTOR'S & OFFICER'S DUTIES

COMMODORE

It will be the Commodore's responsibility to oversee all operations of Sunset Shores Yacht Club (SSYC). The Commodore shall preside at all Board and Shareholder meetings. The Commodore of SSYC or appointed designee shall represent SSYC in all areas. At all times, the Commodore shall uphold the bylaws and rules of SSYC. The Commodore shall contract with our internet & television services for SSYC each year. The Commodore shall maintain the Flag pole and the three flags on the Flag pole. The Commodore shall keep the check book and bank account up to date. At all times, the Commodore shall act in the best interest of SSYC.

VICE COMMODORE

The Vice Commodore shall aid and assist the Commodore and in the event the Commodore is absent or becomes unable to perform the duties, the Vice Commodore shall take an active part in the operation of SSYC. The Vice Commodore shall chair the board of directors and club officer nomination and election committee.

FLEET CAPTAIN

The Fleet Captain shall maintain a current register of the Stock shareholders of SSYC. Other duties of the Fleet Captain include:

- A. Maintaining a current list of all Associate members.
- B. Maintaining a record of all rental agreements.
- C. Transferring of Stock certificates as spelled out in SSYC Bylaws, Article V.
 - a. Assisting in maintaining a current list of shares that are for sale and rent in SSYC.
 - b. Maintaining file of current forms/insurance proof and ensuring compliance with rules requiring these documents.

SECRETARY

The Secretary shall keep records of all proceedings at all of the monthly Board of Directors and Annual Shareholder meetings. Other duties of the Secretary shall include:

- A. Writing all correspondence of SSYC.
- B. Maintaining a file of relevant documents, records, reports, and communications
- C. Maintaining records of all bylaw changes and motions made in the order to which they were passed.

TREASURER

The Treasurer shall keep a record of all expenses and income according to standard booking methods of SSYC. Other duties of the Treasurer include:

- A. Presenting the annual expense and income records at each annual Shareholder meeting for approval.
- B. Issuing the annual assessment billing to the shareholders.
- C. Paying all bills of SSYC in a timely manner.
- D. Ensuring that SSYC's non-profit tax report is submitted in a timely fashion.
- E. Submitting the annual commerce report in a timely fashion.
- F. Maintaining a vendor account listing with approved Club representatives on an annual basis.



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OPERATIONS COMMITTEE CHAIRPERSON

The operations committee chairperson shall be responsible for overseeing the procurement of necessary services to maintain the safe and effective operation of SSYC. The operation committee chairperson duties also include.

- A. Overseeing the spring opening of SSYC.
- B. Overseeing the fall closing of SSYC.
- C. Ensuring the Gin Pole is maintained in a safe working condition.
- D. Ensuring SSYC's docks are maintained in a safe condition.
- E. Ensuring the pump out machines are in proper working condition.
- F. Securing the general maintenance services for the season.
- G. Securing the bath house cleaning service for the season.
- H. Securing the lawn care and weed control service for the season.
- I. Procuring the necessary keys and re-keying of locks for the next season.

DREDGING COMMITTEE CHAIRPERSON

The dredging committee chairperson shall oversee all details in maintaining adequate water depth in SSYC and channel to the Saginaw River. The dredging committee chairperson shall oversee the:

- A. Obtaining the necessary federal, state, and local permits necessary to legally dredge.
- B. Obtaining and recording adequate soundings of the channel on an annual basis.
- C. Working with the appropriate contacts of Bay City Yacht Club and the Sunset Shores Private Sector to collect the necessary funds to complete the dredging.
- D. Securing of a contractor to complete the dredging in the required time frame.

VIOLATIONS COMMITTEE CHAIRPERSON

The violation committee chairperson shall lead the activities of the violation committee as outlined in Article IX of SSYC's Bylaws.

HAILOR EDITOR

The Hailor editor shall be responsible for communicating key Club activities, announcements, Board of Director's decisions, etc., to the general membership in a timely fashion.

STANDARDS COMMITTEE CHAIRPERSON

The standards committee chairperson is responsible for overseeing that any alterations to SSYC's facilities are made in accordance with SSYC's policies and practices. Other duties of the Standards Committee Chairperson include:

- A. Maintaining records of all alterations to SSYC's facilities.

BOARD OF DIRECTORS

It is the duty of every Board of Director of Sunset Shores Yacht Club to uphold the bylaws and rules of SSYC. Each director shall take part in all phases of operation of SSYC. Each director shall help in duties of the officers. Each director will attend the monthly Board meetings and the annual shareholder's meeting whenever possible. Each board member shall assist shareholders whenever possible, contacting other board members and committee chairpersons as needed to insure the smooth operation of SSYC.