

## **WORSA Board Positions**

### **The Commodore shall:**

- a. Prepare the agenda and preside at both the general meetings and the board meetings.
- b. Represent the members of The Association and their interests to local groups, yacht clubs and other yachting associations.
- c. Assist and coordinate activities with yacht club representatives.
- d. Serve ex-officio on all committees of The Association
- e. Appoint "Pro-Tem" duties as needed.
- f. Implement such other powers and duties as may be prescribed by members of The Association.
- g. On or before December 15 of each year, select from the Board one (1) Delegate (normally to be the Commodore) and from the regular membership three (3) Alternate Delegates to the Southern California Yachting Association (SCYA), informing SCYA of the names for inclusion in the SCYA Yearbook.

### **The Vice-Commodore shall:**

- a. Perform, in the absence of the Commodore, the duties of the Commodore.
- b. Assist the Commodore as needed.
- c. Assist and coordinate activities of The Association.

### **The Treasurer shall:**

- a. Oversee acquisitions and expenditures of The Association.
- b. With the Commodore, be required to sign checks.
- c. Collect, record and deposit annual dues and all other moneys relating to The Association.
- d. Present financial reports and statements at meetings of the Board of Directors and at General Meetings.
- e. Present an Annual Budget to the Board of Directors for discussion and approval at the December Board meeting.
- f. Make available to any regular member in good standing, a copy of the current financial report upon request.
- g. Make available to any regular member in good standing, The Association's books and upon request for reasonable cause, as determined by the Board of Directors.
- h. Act for the Commodore in the event the Commodore and the Vice-Commodore are absent at general membership meetings.

### **The Secretary shall:**

- a. Keep true and complete minutes of all meetings of The Association.
- b. Present minutes of the previous meetings for approval and/or corrections at the board meeting.
- c. Prepare correspondence as necessary.
- d. Provide regular members in good standing, with copies of minutes upon request.
- e. Summarize Board of Director meeting minutes for publication in the monthly newsletter of The Association.

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### **The Membership Director shall:**

- a. Maintain a database consisting of current members, a general mailing list, and any other lists deemed necessary.
- b. Provide mailing labels.
- c. Be responsible for mailing out membership applications, membership cards, and renewal letters when appropriate.
- d. Be responsible for membership sign-in desk at general meetings.
- e. Provide for guest sign-in and follow-up membership applications.

### **The Directors shall: (2 To Be Elected)**

- a. Be assigned specific tasks or committee responsibility by the Board.
- b. Substitute for absent officers as directed by the Commodore.