

SALTY SISTERS CAPTAIN JOB DESCRIPTION 2020-2021

Salty Sister Bylaws, Article VI – Officers, Section 5. The Captain shall:

- a. Serve as Chairman of the Board of Directors and preside at all organization meetings of the Board of Directors and call special board meetings whenever considered necessary or at the written request of five (5) members of the Board of Directors.
- b. Serve as a member of the Executive Committee of St. Petersburg Yacht Club and attend the meetings held on the 3rd Wednesday of each month. (*Please note that after the Salty Sister Annual meeting, you will receive specific information from Membership Director regarding reports, meeting dates, dress code, and a list of all Executive Committee members.) Before each monthly meeting, you will receive a reminder email from the Membership Director of the due date for submitting reports. The Captain's report should provide a brief description of the past month's Salty Sisters activities, and any problems that have arisen that might be of interest and could be improved by action of the SPYC Board.
- c. The Captain serves as a member of the St. Petersburg Yacht Club Sailing Center committee or she may choose to appoint the Co-Captain instead. The Sailing Center committee meets monthly and you will receive information from the incoming Chair of that committee regarding meeting date, time and location.
- d. Appoint a parliamentarian. (Historically, this has been done by the incoming Captain prior to her election.)
- e. Appoint chairmen of all committees **except** the Nominating Committee, Protest Committee, Race Committee and Skipper's Hat Committee.
- f. Serve as ex-officio member of all committees **except** the Nominating Committee.
- g. Appoint a chairman and four members to serve as tellers for all balloting.
- h. As the retiring Captain, prepare and present a Salty Sister summary report for the annual meeting of the St. Petersburg Yacht Club.

The Captain in times unforeseen circumstances, continues to lead and continues to communicate with all Salty Sister Officers and committee chairs. Hold any Board or other needed meetings electronically, if necessary.

The Captain should provide the Co-Captain with a copy of this job description far enough in advance to allow ample time to become aware of these additional responsibilities and act upon them.

The Captain shall serve as a member of the Board as Past Captain for one year immediately following her year as Captain.

The following provides information specific to monthly duties and responsibilities:

BEFORE ANNUAL MEETING (Captain-elect)

May-June - Start asking Salty Sisters' to serve on committees. (See List in Handbook)

- Captain **July-Aug** – Make sure that a Calendar for next fiscal year with the current Captain & Co-nominee is completed.
- Give the dates of Luncheons, and Board Meetings to Catering
 - Calculate next year's budget with current Captain & co-captain
 - Ask the Social Committee to start planning Halloween, Thanksgiving and Christmas luncheon

Monthly Duties

Set agenda with secretary one week before monthly Board Meetings

Write Captain's Report for Salty Sisters BOD meeting –
include recognition of members from all committees
include FWSA accomplishments
include Salty information that needs to be recorded

Attend the Sailing Center Committee Meeting

Executive Write a report for and attend the SPYC Executive Meeting as set by the SPYC committee

OCTOBER

- Insure that the Ballroom, Waterfront rooms and the Parkview room (for tellers/ballot counts) for the following year's annual meeting are reserved.
- Reserve an area for picture taking as well.
- Have Member at Large form Annual Charities Committee- get Charities in place.

NOVEMBER

- Remind all members of the Board to read the By-laws.
- Invite all committee chairs to attend the meetings, and encourage them to give a report.
- Remind the secretary to invite female flag officers who are not Salty Sisters, or female spouses of flag officers, to join as honorary members for the duration of their term or that of their husband's.
- Assign each Director to be a member/liaison of at least one standing committee.
- Included in this month's job duties should include the following:
 - ❖ Propose Holiday cash gifts (checks) and Christmas cards to be given to the Sailing Center staff and the wait staff of our weekly luncheons. Shawn Macking can provide Sailing Center staff names and Shannon Nylander for the wait staff.
 - ❖ The Board Members will hear proposals from any charity organization that would like to solicit funds from Salty Sisters at our Christmas Party. The Board will vote on the number and selected charities. Each Salty Sister or other representative of the selected charities will present information at the weekly lunch in the following weeks prior to the Christmas Party.
 - ❖ The Board shall appoint a Protest Committee Chair (See Bylaws, Article IX, Board of Directors, Section 6).
- Coordinate with the secretary to write invitations and make arrangements for the Captain's table at the annual Christmas luncheon. Female flag officers who are not Salty Sisters and female spouses of male flag officers, shall be invited to the Captain's

table as guests of Salty Sisters. Their meals shall be charged to the Salty Sister SPYC account (8122).

- Ask Member-at-large to arrange for all charity representatives to speak at Salty Sisters luncheons between November and December Start Presentations of Charities limited to Salty Sister Rep Presenting in 3 Minutes

DECEMBER

- Request a separate table by reserved for Past Captains.
- Distribute Christmas cards and cash gifts (checks) for the selected SPYC employees who serve Salty Sisters at lunch and at the Sailing Center (approved at the November Board meeting) after the Christmas party or after the meeting following the party, but before Christmas.
- Candy Cane Regatta

MARCH

- Ensure the treasurer has prepared a request for half of the budgeted amount accepted by the SPYC executive committee. These expenses should cover all expenses from the beginning of the fiscal year. The funds are allocated by SPYC for expenditures through this month. After approval by the Captain, the request for expenditures will be submitted to SPYC. The remaining reimbursement will be requested prior to the end of the fiscal year.

APRIL

- Announced that at the May Board meeting the Nominating will be selected. If a member is interested in serving on the committee let the Member-at-Large know.
- Work with the secretary to ensure she has received hard copies and/or digital copies of updated Board Job Descriptions. These need to be available to the Nominating Committee when considering prospective nominees.

MAY

- The Board will elect a Nominating Committee for Salty Sisters Officer/Directors (see Bylaws, Article VII, Sections 1-3). Traditionally, the immediate Past Captain is on the Nominating Committee.
- Select FWSA delegates for the following year.
- Select a committee of three or more Salty Sisters, chaired by the Co-Captain, to select a recipient of the **Optimist Memorial Trophy**. Individual Salty Sisters may also recommend recipients by filling in a form with the name and reason why her recommendation is a worthy candidate. Hand out these forms throughout the summer and remind Salty Sisters that they must be in by the Welcome Back Party. The committee will select a nominee and advise the Awards chairman so she can prepare for engraving the trophy prior to the annual meeting.

JUNE

- Remind the Co-Captain to check with Shawn Macking of the Sailing Center to review the up-coming year's schedule of SPYC Regattas and verify with him any dates he would rather the Salty Sisters not be at the Sailing Center. The Co-Captain can then make alternate education plans and announce these dates in the Handbook calendar.

- **The Salty Sister Spirit Trophy** recipient is selected by a committee of the Immediate Past Captain, Captain, Co-Captain, Race Committee Trainer, Education Chairman, and Skipper's Hat Chairman. Ensure the Awards chairman is advised of the nominee to prepare for engraving the trophy prior to the annual meeting.
- The **Nominating Chair** will begin to announce Salty Sisters nominees for Officers and Board of Directors as soon as their slate is complete.
- Ensure that the secretary has ballots ready.
- As soon as the SPYC Board nominees are announced, you should announce Salty Sisters or members of their immediate families who are running for the SPYC Board of Directors.

AUGUST

- Assist the Co-Captain, Secretary, and FWSA First Delegate in designing the year's calendar of events, listing and coordinating all Salty Sister activities with local and SPYC events.
- Invite the SPYC Commodore and Shawn Macking of the Sailing Center to be guest speakers at the Annual meeting.
- Work with the treasurer to convene a committee to develop a proposed budget for the upcoming year. Historically, the incoming treasurer, Captain and Co-Captain should be a part of the committee. The proposed budget will be voted on by the Board at the September meeting.
- Appoint a Finance Chair
- The Captain will follow up with the SPYC Chief Financial Officer to ensure that the Salty Sister budget request has been accepted and planned into the SPYC budget. (Historically the Chief Financial Officer has routinely included Salty Sister request in the SPYC budget for the forthcoming year unless notified of any changes).
- Have the secretary remind all committee chair to submit an updated job description in preparation for the transition meeting between incoming and incumbent officers and chairmen.

SEPTEMBER

- Have the secretary remind all officers and chair to have a written report and an updated job description for the Annual Meeting. (Job descriptions should be emailed to the secretary and she will update the job description book as well as make a backup).
- Start editing the script for the Annual Meeting.
- Appoint a head teller (traditionally the Captain preceding the immediate past Captain) and 4 tellers to monitor and count the election ballots for the Annual Meeting. The secretary has details about the procedure for collecting and counting ballots.
- Choose three people to review the minutes of the annual meeting.
- Prepare the script for the annual meeting with the Awards Chair and Social Chair. Distribute to board members and committee chairs for review and ask who will give a report.
- Ensure that the Parkview room (for tellers/ballot counts) for the following year's annual meeting. Reserve an area for picture taking as well.

OCTOBER ANNUAL MEETING

- **Prior to the Board meeting**, Salty Sister Officers, Board of Directors, and Committee Chairs may go to the breakfast buffet any time between 8:00 to 9:00 AM. (Salty Sisters account will pay for the breakfasts.) Ensure that table is available to enjoy breakfast and have a short Board Meeting.
- **The schedule for the Annual Meeting** is:
 - Officers, Board members, and Committee Chairs have breakfast and Board Meeting from 8:00 – 9:30 AM.
 - 9:30 – 10:30 AM – General membership arrives and votes. (Ballroom)
 - 10:30 AM – After the opening of the meeting, and all members have voted send tellers to Parkview Room to count ballots.
 - 10:30 AM until gavel drops – Annual meeting begins. (Ballroom)
 - At the end of the Annual Meeting, ask new Officers, Directors, and Board Members to go to a reserved room to have pictures taken.
 - This schedule may be altered due to unforeseen circumstances.
- In case the Annual Meeting is held as a hybrid meeting, the presentation will be broadcast electronically to members who decide not to attend in person.
- In the case of Voting by Mail, all votes will be delivered to SPYC by the designated Salty Sister receiving the ballots by mail the morning of the Annual Meeting and ballots will be opened and counted by the appointed tellers.

Captain's Job Description

Els Wiemken 2020-2021