

# Marquette Yacht Club Committee Terms of Reference

Adopted 2/27/2019

Committees are organized as described in this document and approved by the MYC Board. Committees act semi-autonomously as described herein, within constraints placed by the Board or noted in this document, and with periodic consultation with the Board. Committees will generally be led by a Board member. Leaders will be appointed by the Board for indefinite terms and additional members may be appointed or relieved by the Commodore. Expenditures by Committees may be made consistent with the Committee's terms and within limits preapproved by the Board. Documentation must be provided to the Treasurer for reimbursement. Committees need not follow formal rules of order during meetings, but should act by consensus when possible.

## COMMITTEES and TERMS

**EVENTS:** Chairperson: Jen Grant. Members: Hannah Lewis and Laura Nezich.

- Coordinate planning, scheduling, and outreach for club and private events held at the MYC.
- Develop annual list of Club sponsored events that promote club priorities of outreach, fundraising, and fellowship.
- Facilitate execution of events by:
  - Identifying responsible leaders/volunteers
  - Working with club associated groups (i.e; Ensign and Laser fleets) to schedule and plan events.
  - Acting as contact person and liaison with Board for private events.
- Work with Communications chairperson to assure necessary communications and promotion of events.

**COMMUNICATIONS:** Chairperson: Peter Copenhaver. Members: TBD at discretion of Commodore.

- Keep membership informed of current events, club initiatives, and key Board actions.
- Use web site, email, and other traditional and novel methods to inform prospective members and like-minded entities to promote MYC activities of interest and to recruit new members.
- Maintain website with current information, with frequent updates.
- Maintain up-to-date calendar of events and critical dates on website.
- Work with Secretary to maintain robust mailing lists for members, past members, and interested parties and associations to increase interest and knowledge of MYC.

**DOCK:** Chairperson: Michael Twohey. Members: Lewis, Nezich, Shinnors, Strandlie. Up to five members are appointed by the Commodore and will usually include one non-docker (not at present).

- Develop dock rules for approval by Board
- Assure technical design and configuration of docks.
- Assure technical design; and layout of upland storage in consultation with House/Grounds Chair.
- Assign dock and upland storage space based on established Board approved rules.

- Maintain records of dock seniority and dock waiting list requests consistent with Board approved rules.
- Coordinate volunteers, and develop and communicate schedules for dock installation, removal, and repair.
- Monitor condition of shore-side retaining wall and dock facilities, and plan for long term maintenance and improvement.
- Make periodic projection of future expenses with recommendation for sinking fund (capital replacement), maintenance, and operations funding.
- Recommend annual budgets to Board for dock installation, removal, operations, and maintenance.
- Maintain records of dock warranties, life expectancies.
- Work with Treasurer and Secretary to monitor billing and initiate late payment procedures.
- Enforce dockage rules with discretion.
- Keep Board informed of critical operations and timetables.

**GROUNDS/HOUSE:** Chairperson: Matt Zavislack. Members: TBD at discretion of Commodore.

- Coordinate organization and maintenance of upland facilities exclusive of docks and boat storage.
- Propagate/amend rules for use of facilities as needed for approval by the Board.
- Coordinate volunteer activities for landscaping and building maintenance, including:
  - Lawn maintenance, leaf and litter pick-up, dumpster schedule, winterization, regular cleaning of clubhouse, stocking of toilet and cleaning supplies, organization of the shed, and replenishment of propane.
- Plan for cost effective improvements to facilities consistent with long-term planning objectives approved by Board.
- Make arrangements to assure security features e.g., locks, passwords, keycards, schedules, and fencing consistent with Board policies.
- Propose and maintain useful signage as approved by Board.

**RULES:** Chairperson: Michael Sauer. Members: TBD at discretion of Commodore.

- Maintain record of MYC rules as approved by Board.
- Recommend removal, addition, clarification or modification of club policies in coordination with pertinent Committees and for Board approval.
- Assure annual production of a handbook of important information for members which includes pertinent club rules, policies, fees, payment due dates; and club officers, Board members, and Committees.