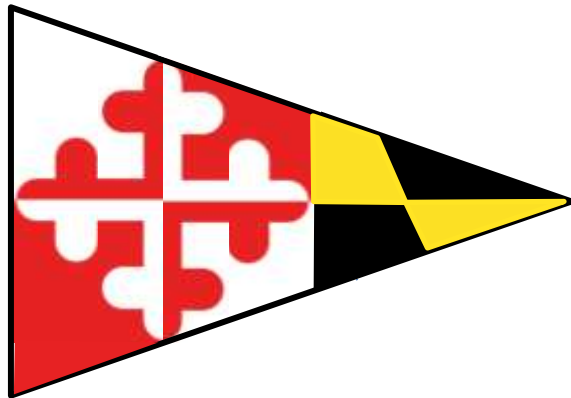


SMSA OPERATIONS MANUAL
Change 1: 1 July 2018

**SOUTHERN MARYLAND SAILING ASSOCIATION
(SMSA)**

**OPERATIONS MANUAL
FOR OFFICERS, DIRECTORS & CHAIRS**



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SMSA OPERATIONS MANUAL

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INTRODUCTION

BACKGROUND

The information contained in this document was originally part of the Southern Maryland Sailing Association (SMSA) Policy Manual. In an effort to make the SMSA Policy Manual more useful to the membership-At-Large, it was agreed upon by the Board of Directors to move the detailed Roles and Responsibilities of the various Officers, Directors and Committee Chairs to this Operations Manual as they are guidelines for executing duties.

This manual will be updated as necessary and revised by each incoming Board of Directors and Chairs to reflect the current operating procedures of the board. In no way shall these recommendations and responsibilities supersede or modify the Articles of Incorporation and By-laws of SMSA.

Although this manual does not necessarily contain information needed by the general membership on a daily basis it shall be made available to all SMSA Members.

DOCUMENT OVERVIEW

The intent of the Southern Maryland Sailing Association (SMSA) Operations Manual is to be a working, living document, in that the content of the document should never be considered final or unchangeable. As you use this document, comments, additions and modifications are requested to keep its content current and informative.

SECTION I: OPERATING PROCEDURES AND INFORMATION section of this manual contains information that you as an Officer, Director, or Committee Chair may find useful during your time of service to the BOD. It includes information on the organization of the BOD, the general schedule of BOD meetings and the roles and responsibilities of each position. There is useful information on each of the Board and Committee positions and their respective timelines for operational purposes. Proposed changes shall be approved by the Officers.

All information should be revisited often by Board Members and Committee Chairs to ensure they continue to reflect and direct our programs in support of the club and membership. At a minimum this manual shall be updated annually. Once approved any new input, change or deletion to these sections should be provided to the Rear Commodore or his/her designee as the caretaker of this Manual.

SECTION I OPERATING PROCEDURES & INFORMATION

GENERAL BOD AND COMMITTEE GUIDELINES

The following paragraphs contain important information that serve as general guidelines for all the Board of Directors (BOD) and Committee Chairmen. Although these guidelines are sanctioned by the BOD, they are not considered as formal "Active SMSA Policy" as delineated in Section I of this document. The SMSA By-Laws and Active SMSA Policies take precedence over any conflict in meaning that may arise from interpretation of these guidelines. Additional useful guidelines for individual leadership positions are contained in the Appendices.

Policy Manual Updates

- The Secretary and Rear Commodore shall coordinate to ensure that the Articles of Incorporation, By-Laws, and this Policy Manual are all kept up to date with any changes to the corporation documents.
- The updated Articles of Incorporation and By-Laws must be provided to the Communications Chair for inclusion in the yearbook.

Installation and Interim Powers

- The new BOD is elected in November and takes office in January. It is recommended that the overlapping BODs cooperate fully and jointly to perform all tasks during this period including review of the procedures in this manual, evaluation of all programs and the preliminary development of the new budget.
- This should be accomplished as early in November as possible to accommodate holiday travel.

Meetings of the BOD

- Prior to each BOD meeting the Commodore will send a draft version of the meeting agenda via email. Please use 'Reply-to-all' to request that agenda changes be made by the Commodore.
- Meetings are generally held each month at 7:00pm at the SMSA clubhouse on a mutually agreed day to ensure maximum participation. Elected BOD members are expected to attend all formal BOD meetings.
- The Meeting Chair may rule that a motion be deferred to the next regularly scheduled BOD meeting for further consideration. Board Members will be expected to use the time between meetings to better understand the motion presented. It is the intention that this ruling be reserved to questions of club policy and the delay is to insure informed voting. This ruling may be overturned by appeal and a two-thirds vote. The Meeting Chair may not make this ruling for a second time.

Eligibility

- Applicants for membership shall be determined by the BOD based upon knowledge of the applicant's character, evident interest in sailing, and ability to contribute harmoniously to the aims and objectives of the Corporation.
- The desire of a candidate for membership to actively participate in the programs of the Corporation will be the primary criterion in evaluating a candidate for membership.
- Processing of the applicants can be achieved by mail, e-mail or telephone by the Membership Committee.
- Applicants so approved for membership will be notified in writing and will be billed for any initiation fees and dues required. Upon receipt of required dues, fees and assessments, candidates' names will be added to the roster of members and placed on the mailing list, and each new member will receive one Yearbook, and one burgee without further charge.

Balloting Procedures

- The Nominating Committee is empowered in the By-laws to assemble the slate of candidates and validate the slate of nominees to be presented to the BOD prior to Oct 1st. Most, if not all other ballot issues originate in the Board of Directors.
- The Secretary will be responsible for preparing, assembling and mailing the ballot packages to the membership. A double envelope format shall be used to assure member registration and member secrecy. Include any motions requiring approval by the membership. The text of the amendments and slate of nominees will be presented to the membership in a format determined by the Nominating Committee and approved by the Commodore.
- All ballots must be mailed at least 15 days before the deadline for any voting, elections, or meetings at which a vote will be tallied.

The Clew

- It is recommended that each Officer and Program Committee Chair produce an article for the Clew each month. This is your primary opportunity to communicate with the entire membership. The Clew is electronically distributed to as many members as possible and posted on the SMSA website.
- Hard copies of the Clew will be mailed to those requesting it.

Web Site

- Verify the portions of the SMSA web site (www.smsa.com) that are related to your program and provide all requested changes or updates to the Rear Commodore and the web master.

Significant Planning Activities and Deadlines

Although the SMSA fiscal and operational year is January to December, the planning year begins in September as the daylight and year's activities fade into memory. During November and December, the newly elected BOD merges with the incumbent BOD to pass-down programs and develop activities, schedules and budgets for the coming New Year. Only the planned meetings, social events, and the annual banquet remain for the old BOD to complete.

QUARTERLY

BOD scheduled meetings (as a minimum).

MONTHLY

- All Officers and Committee Chairs attend to duties and schedule necessary meetings.
- Clew articles due to editor on 20th.
- Officers and Committees collaborate to maintain activities, schedules and budgets.

AUGUST

- Appointment of Nominating Committee.
- Governor's Cup.

SEPTEMBER

- Informal Wednesday night racing ends.

OCTOBER

- Nominating Committee slate of candidates is due October 1st.
- Secretary prepares the ballots for election, mail by October 15th, due by the start of the Annual Membership Meeting in the first week of November.
- Formal racing ends.

NOVEMBER

- Frostbite racing.
- Annual Membership Meeting
- Annual Planning Meeting.
- Election of new BOD.
- Preliminary planning and budgeting including newly elected Officers and Chairs.
- December Clew usually contains a summary of the new BOD plan for the New Year.
- Begin transition of documents, SMSA e-mail login information, etc. from the outgoing Officers and Program Chairs. Final turnover required in January.

DECEMBER

- Budget completion meetings with incumbent and newly elected Officers and Chairs.

JANUARY

- Elected Officers, Directors and Committees take office.
- Final turnover of keys, documents, SMSA e-mail login information, etc. from the prior Officers and Program Chairs.
- Inaugural BOD meeting.
- Final Budget approved by BOD.
- Annual Awards Banquet.
- Annual Membership Dues billing goes out by 31 Jan.
- Training seminars begin.
- Cruise Planning Meeting
- Small Boat and Junior Planning Meetings
- Summer Camp Signup begins

FEBRUARY

-
- Annual Membership Dues deadline.
- Officers and Chairs provide inputs to the Communications Chair for inclusion in the Yearbook.
- All Yearbook inputs due.

MARCH

- SMSA Birthday Anniversary.
- Frostbite races begin.

APRIL

- Opening day.
- All on the water programs begin.

MAY

JUNE

- Junior Program Summer Camps typically scheduled to start this month.
- Luau.

JULY

- Screwpile.

APPENDIX A

COMMODORE



ROLES AND RESPONSIBILITIES

By-Laws Article I, Section 1 General Powers and Section 7 Duties.

In Addition:

- Provide names of committee chairs and members to the Communications Chair for subsequent inclusion in the Yearbook/Clew. The committees would meet prior to board meetings to bring forth recommendations to the board rather than problems. Committee Chairs would make reports at the BOD but not bring day-to-day issues to the BOD for resolution. Actively involving more members in committees serves as an ongoing training and recruitment program for development of future Directors.
- Require Officers and Committee Chairs to establish annual administrative milestones for critical events and activities.
- As issues arise at meetings the Commodore should decide whether or not the discussion should be referred until the appropriate committee has researched the issue, and reported back to the BOD.
- Oversee Vice Commodore and Rear Commodore program issues including coordination with appropriate Committee Chair's and coordinators in the scheduling, planning and carrying out of all program activities.
- Advise of changes to operational schedule where appropriate.

TIMELINE

SEPTEMBER

- Assemble any issues that need a pass/fail decision by the membership at the Annual Meeting.
- Develop a pass down list of issues and ideas.
- Organize notes and prepare them for the incoming Commodore
-

OCTOBER

- Appoint a tally committee chairman for Annual meeting.
- Support the preliminary review of the next year operational schedule using previous year dates and adjusting for holiday changes.
- Usually late this month a pre-planning conference is held to prepare for the November elections and planning meeting.

NOVEMBER

- Coordinate with Committee Chairs to see that preliminary SMSA operational schedule is provided to them.
- Support the conduct of the Planning Meeting using inputs from all officers, Committee Chairs and coordinators as a starting calendar.
- Work with Commodore-elect for a proper pass-down of duties. Provide new Commodore with Operational schedule, data, pass down log and unfinished business issues.
- Work with Treasurer, appropriate Committee Chair's and others in preparation for the budget meetings.
- Chair all budget meetings
- **Commodore-elect Responsibilities:** For review, collect any relevant data and disks from Secretary containing past emails, letters and other communications.
- Acquire prior notes, emails, documents, etc. from outgoing Commodore.

DECEMBER

- Assist the past Vice-Commodore in preparation of copy for awards ceremony booklet and get to printer.
- Assure past Vice-Commodore coordinates with appropriate Committee Chair's for awards ceremony presentations in January.
- Assure transfer of safety deposit key and mail box key is accomplished.
- **Commodore-elect Responsibilities:**
- Co-Chair the budget meetings
- Acquire Safety deposit box and mailbox key from Past Commodore.

JANUARY

- Conduct Inaugural BOD Meeting. The first BOD meeting that can officially conduct business in the New Year.
- Assure changes to operational schedule where appropriate.

- **Past Commodore Responsibilities:**

- In conjunction with the Past Vice Commodore conduct the Awards ceremony
- Hand out SMSA special trophies [e.g. spirit trophy; member of year]. Allow each time to talk about their respective programs if they wish.
- Check with Vice Commodore and Cruise Committee Chair for any additional support they may require for the Cruise Planning Meeting.

-

FEBRUARY

- Review the Operational Schedule input to the Public Relations Committee Chair for inclusion in the Yearbook.

MARCH

- Assure planning is complete for Opening Day Ceremonies

APRIL

- Attend Opening Day Ceremonies, part of which is raising the Commodore officer flag.

MAY

- Support Vice Commodore with property, liability and boat insurance renewal information.
- Coordinate with Junior Committee Chair, Race Committee Chair and any others to identify assets to be covered under insurance.

JUNE

- Assure renewal for property and boat insurance is accomplished.

JULY

- In conjunction with the Social Committee Chair select a site for the Annual meeting.

AUGUST

APPENDIX B

VICE COMMODORE



ROLES AND RESPONSIBILITIES

By-Laws Article I, Section 1 General Powers and Section 7 Duties.

In Addition:

- Coordination of clubhouse and calendar events with other groups and provide additions/deletions/changes to the Rear Commodore for incorporation to the calendar.
- Oversee on-the-water program issues including coordination with appropriate Committee Chairs and coordinators in the scheduling, planning and carrying out of program activities.

TIMELINE

OCTOBER

- Create preliminary next year operational schedule using previous year dates and adjusting for holiday changes. Specifically, SMSA events may be affected by changes to the following holidays that may change events scheduled on a particular weekend or day from year to year:

February – Valentine’s Day

May - Memorial Day

July – July 4th

September – Labor Day

October – Columbus Day

November – Thanksgiving

December – Christmas

- Other calendar related issues to verify and/or check up on are:

Trawler Fest – Contact Calvert Marina for Scheduled dates.
Calvert Marine Museum activities scheduled through Calvert Marina.

Annapolis Boat Shows – Check the web – usually set up a year in advance.

Hollywood Boat Show – not a concern unless there will be conflict with Opening Day activities.

Screwpile Regatta, Eastport Yacht Club Solomon's Island Race,
Committee Chair's Cup Race

- Send preliminary calendar out to appropriate officer's, Committee Chairs, coordinators for input and changes prior to planning meeting. Largest impacts will be cruise, race, social, and junior program event changes.

NOVEMBER

- Provide additional data and disks to incoming Vice-Commodore including insurance policy information for property, boats, US Sailing regattas, and data pertaining to US Sailing and BOAT US memberships.
- Work with incoming Vice-Commodore for a proper pass-down of duties.
- Obtain list of trophies needed to procure from the Cruise, Race and Junior Committee Chair's for the awards banquet. Start procurement of keeper trophies and engraving for perpetual trophies.
- Conduct Annual Membership and Planning Meeting: Present month-to-month schedule to member's present, taking notes and making changes where appropriate.
- Conduct the planning meeting using inputs from all officers, Committee Chair's and coordinators as starting calendar. Present month-to-month schedule to member's present, taking notes and making changes where appropriate. Make changes to operational schedule where appropriate and provide any updates to the Rear Commodore for inclusion on the SMSA Calendar.
- Work with Treasurer, appropriate Committee Chair's and others in preparation for the annual budget meeting.

DECEMBER

- Receive US Sailing membership renewal forms.
- Receive US Sailing Regatta Insurance renewal forms.
- Receive BOAT US cooperating organization membership renewal forms.
- Coordinate with appropriate Committee Chair's for awards ceremony presentations.
- Prepare copy for awards ceremony booklet and get to printer.

JANUARY

- Coordinate with the SMSA Treasurer for:
- Renewals due for US Sailing Membership.
- Renewal due for US Sailing Regatta Insurance.
- BOAT US cooperating organization membership renewal due.

Past Vice Commodore Responsibilities:

- Coordinate getting trophies and booklet to awards banquet ceremony.
- Emcee the awards banquet having the appropriate Keelboat Race Chair and Small Boat Race Chair opening, hand out trophies. Allow each time to talk about their respective programs if they wish.

FEBRUARY

- Have BOAT US cooperating organization article published in the Clew with point of contact information.
- Provide Operational Schedule input to the Public Relations Committee Chair for inclusion in the Yearbook.

MARCH

- Ensure Keelboat Race Chair is preparing annual Race Circular.

APRIL

MAY

- Receive property, liability and boat insurance renewal information. Coordinate with Junior Committee Chair, Race Chair's and any others, to identify assets to be covered under insurance.
- Make adjustments to policy coverages as required. Current Insurance Agent is Avon-Dixon Agency in Easton, Maryland.

JUNE

- Coordinate with SMSA Treasurer for renewal due for property and boat insurance.

JULY

AUGUST

APPENDIX C

REAR COMMODORE



ROLES AND RESPONSIBILITIES

By-Laws Article I, Section 1 General Powers and Section 7 Duties.

In Addition:

- Ensure Website content, updates and maintenance.
- Annual Policy Manual updates (Jan (mandatory), Apr, Jul, Oct)
- Annual Operational Manual updates. (Jan (mandatory), Apr, Jul, Oct)
- Maintain the Operational schedule.
- Assist Communications Chair specifically with regards to Yearbook (provide calendar input, review yearbook contents for accuracy)
- Oversee on-shore programs including coordination with appropriate Committee Chairs regarding the scheduling, planning and carrying out of program activities.

TIMELINE

OCTOBER

- Create preliminary next year operational schedule using previous year dates and adjusting for holiday changes.
- Send preliminary calendar out to appropriate officer's, Committee Chairs, coordinators for input and changes prior to planning meeting. Largest impacts will be membership, facilities, and social
- Release updated Policy Manual and Operational Manual. Updates as required.
- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

NOVEMBER

- Work with incoming Rear-Commodore for a proper pass-down of duties.

- Work with Treasurer, appropriate Committee Chair's and others in preparation for the annual budget meeting.
- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

DECEMBER

- Prepare draft annual update to the Policy Manual. Distribute to Officers for review. Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

JANUARY

- Coordinate with Social Chair for the Awards Banquet
- Coordinate with Communications/Yearbook Chair in preparation for Yearbook publishing.
- Release updated Policy Manual and Operational Manual (Mandatory Update)
- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

FEBRUARY

- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

MARCH

- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

APRIL

- Release updated Policy Manual and Operational Manual. Updates as required.
- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

MAY

- Update Operational Calendar as required.

- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

JUNE

- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

JULY

- Release updated Policy Manual and Operational Manual. Updates as required.
- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

AUGUST

- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

SEPTEMBER

- Update Operational Calendar as required.
- Download Operational Calendar for Clew Editor (from Google to MS Excel: for how-to instructions see details under Communications Chair)
- Assist Clew Editor as required and review Clew content prior to publishing

Additional Details:

Operational Calendar – information to include on calendar events as follows:

- Event Title
- Event Date (use repeat function if event repeats)
- Location
- Point(s) of Contact (use names and e-mail addresses only)
(recommend color coding similar events, ex. Junior, Cruise, etc.)

Monthly Board Meetings

Contact all chairs to get a status to present at the board meetings

Policy Manual / Operational Manual

Maintain the document, keeping configuration control. Update policy and by-law sections as voted on by the BOD. Get updates from the chairs and check for any changes to the Club processes and procedures. Make sure all Officer, Director and Chair information has been updated. Update the “How-To” section of the Policy Manual for any changes.

APPENDIX D

TREASURER



ROLES AND RESPONSIBILITIES

By-Laws Article I, Section 1 General Powers and Section 7 Duties.

Recommendations and Additional Information

The Policies of the Treasurer consists of three parts:

- Further details and explanations of By-Law Provisions. This section clarifies parts of the By-Laws adopted during 2006 and currently in force.
- Procedure for accounting for capital expenses (investments in fixed assets) and depreciation thereof.
- The timing of the responsibilities of the Treasurer over the course of a year.

Further Details and Explanations of By-Law Provisions

Art IV, Sec 2, Budgets:

Annual budget: The “comprehensive annual budget” mentioned in this paragraph of the By-Laws consists of two different kinds of documents or accounting statements: income and expenditure flows during a year, and balance sheets showing the stocks of our assets and liabilities at the beginning and end of a year.

- A budget of planned income and expenditure flows for the coming year disaggregated by SMSA programs and (within each program) the detailed line items. All planned cash flows, and other items such as depreciation, increases or decreases in reserves, etc., for whatever purpose, should be included. Line items may be divided between “current” and capital” items if desired. In general, the budget will contain both cash transactions and non-cash accounting transactions such as depreciation of fixed assets. (See section on accounting for capital expenditures, below.)

- The actual, estimated and projected balance sheets for the end of the past, current and coming years. For the current year this will be an estimate, since the document must be prepared a few months before the books for the year are closed. For the coming year it will be a projection, based on the assumption that income and expenditure for the year will be as planned in the budget.

In the rest of this document, the word “budget” refers only to the former (flow) document. Balance sheets are referred to as such.

To facilitate the formulation of the budget and its review by the BOD, the Treasurer should present up-to-date estimates of the actual income and expenditures for the current year, with the same disaggregating as the budget for the coming year. These estimates should be furnished to the Program Chairs for the coming year, to assist them in planning the year ahead making up their new budgets, and to the BOD (along with the proposed budget) to assist it in analyzing the proposals.

Three-year planning budget: The club faces large uncertainties about its cash flows and financing. Therefore, this provision shall be interpreted as requiring the Treasurer to provide summary projections of two numbers: (a) cash balance and (b) net worth, for some future date or dates (e.g. the end of the next year or two years). These two values shall be projected for as far into the future as may be relevant. They should be revised during the course of a year if new facts or possibilities make the previous projections less relevant. The projections may be a set of a few conditional projections, depending on varying assumptions about, e.g., the financial implications of different scenarios regarding a clubhouse, membership income, etc.

Criteria in Budgeting: The Treasurer should prepare and present analysis so that the BOD can take into account the program income and expense streams and the relative importance of each of the programs to each other and the whole. Some of the programs are “participatory” – for example social, racing, and junior. SMSA charges fees for participating in social, race, and junior activities; however, the expenses of cruise activities have been so small that no fees have been charged.

Other “programs” in the budgeting and accounting framework – such as administrative, membership, communications, house and dockmaster -- are broad categories affecting the performance of all other programs.

Art IV, Sec 2, para 2, Reporting:

In addition to keeping up with paying the bills and balancing the accounts, the Treasurer is required to track income and expenditures against the approved budget, as the year progresses (“...monthly (or otherwise as the BOD may provide”)). Such a budget tracking report should be provided to all BOD members and Program Chairs, so that they know how each program is doing, financially, and can make adjustments if necessary. Year-end projections should be provided in the monthly report to assist in

budget tracking and planning. All prior month transactions should be presented to the BOD in the monthly report for accountability.

Art IV, Sec 2, para 3, sub-head (e), Authorization of expenditures:

“Net corporate assets” in this context means the actual financial assets at the time, or the projected financial assets at the end of the coming (budget) year – depending on whether the expenditures in question are to be made immediately or over the budget year.

Accounting for Capital Expenses (Investment in Fixed Assets) and Depreciation Thereof

Purchases of any long-lived item or items that can be expected to last and to be used over several years can be considered to be “capital” rather than “current” expenses. Conventionally, any single item that costs less than \$500 may be expensed completely when purchased, so as to keep the capital accounts reasonably simple and easy to manage. Depreciation schedules for SMSA assets should be consistent with current IRS guidelines.

For items that are used only for one or a few programs (e.g. social, race, junior, cruise), the cost of the items are charged to the program(s) that use them. If there is more than one program that uses the asset, the Treasurer and the Officers agree on a reasonable allocation of the costs among the programs. These depreciation charges form part of the annual program expenses of such program(s) and must be included in the annual budgets for those program(s).

The annual budget should include any planned “capital” expenditures, with the cash flow that reflects the entire cost of the asset, and the accounting charge of annual depreciation of the asset, appropriately reflected in the various parts of the budget (for the relevant programs and for the SMSA as a whole) and the projected balance sheets. Any such expense not included in the annual budget but approved during the course of the year – a modification of the approved budget – should be similarly reflected in the accounts. The accounting mechanics are: when the asset is purchased, the full cost is entered as a decrease in our bank account and an increase in fixed assets. Depreciation is entered as an expense of the relevant program(s) and a decrease in fixed assets.

To account for the cost of using fixed assets already owned when the procedure changed, fixed assets acquired before January 2005 were estimated to have a replacement value of \$47,100 as of January 2006. This amount was placed on our books, in the fixed asset accounts, and has been reduced by depreciation charges of one-seventh, beginning in the year 2006. These charges for depreciation of “old” assets are charged to the Administration account, on the rationale that the programs that use them have already paid for them. They are on the books to give a more accurate picture of SMSA’s assets and corresponding net worth.

RECORD KEEPING

Our accounts are maintained in electronic format utilizing Quickbooks Online (QBO). This facilitates budget tracking and reporting, as well as providing a record of transactions for tax preparation each year.

Documentation associated with all deposits and expenditures should be retained.

Keep records for at least seven years.

The Screwpile Lighthouse Challenge Corporation is a separate, for-profit corporation incorporated in Maryland. SMSA currently owns 100% of its stock. Screwpile maintains its own accounts. At the end of each year, the Board of Directors of Screwpile may declare a dividend and/or capital distribution, which will be delivered to SMSA.

BUDGET

TAXES

SMSA is a registered as a Non-Profit corporation in the state of Maryland, and is “tax exempt” under the federal Internal Revenue Code, Title 501(c)(7). As a 501(c)(7) organization, we still need to file an annual business tax return with the IRS, and state income taxes and an annual property tax return with the State of Maryland. The Treasurer is responsible for completing and filing these forms. The Treasurer also handles the payroll, including the FICA filings.

Although we are a Non-Profit, tax exempt, organization, we are not a charity; therefore, donations to the club are not eligible for a tax deduction by the donor. Nor are we exempt from paying sales taxes on our purchases. In years in which a dividend is received from the Screwpile Lighthouse Challenge, an additional tax return (IRS-990T) must be filed to pay taxes on these non-exempt earnings.

In the past there has been considerable confusion about just what our tax status means, and what the requirements for it are. A detailed account of all this, including opinions from two tax lawyers and from our accountants, are in a separate file that the Treasurer keeps.

The Treasurer will need to maintain and use the following information in order to complete our taxes:

- a. Bank statements for checking, money market, and Screwpile accounts that show beginning year and end year balances.
- b. Detailed list of transactions, available from QuickBooks online (QBO). For the Screwpile account the two-page summary that the Screwpile chairman provides each year should be used.

- c. A list of capital assets with depreciation schedules for assets that the club owns. This includes the Race Committee boat, Junior Program boats, motors, etc. The Treasurer shall keep a record of capital equipment gains and losses throughout the year.

TIMELINE

WEEKLY

- Check the Treasurer's mail box at the club and the cash box behind the bar. Check email accounts for activity and respond accordingly.

BI-WEEKLY

- Process Payroll.

MONTHLY

- Prepare a report comparing the actual income and expenses of each program with the budgeted amount, for the year to date with a year-end forecast. Call attention to any important deviation from the amounts approved in the budget. Include a listing of all prior month transactions for BOD review/oversight. Distribute this report to all BOD members and Program Chairs, and present the most recent one orally to the BOD at each of its meetings.
- Pay bills, make deposits, process reimbursements and refunds
- Reconcile accounts (Banking, Checking, PayPal, Square)
- Work with the Program Chairs to adjust the monthly budgets for income and expenditures of their programs (within the previously approved annual budget)
- Work with the Program Chairs and Webmaster for any new items/products/service being sold to ensure QBO, PayPal, and Square are updated accordingly.

QUARTERLY

- Pay MD Sales and Use Tax
- File MD and US withholding, State Unemployment taxes (SUTA) and Federal employment taxes (FICA)

OCTOBER/NOVEMBER

- Work with outgoing Officers, and Program Chairs, to formulate the operating budget for the coming year and projections of cash and net worth balance for the future
- Present current year end projections and compile and submit the proposed operating budget for the coming year to the Commodore, the BOD, and the Program Chairs, for discussion at the November BOD meeting.

DECEMBER

- Work with outgoing Officers and Program Chairs to get income and expenses submitted for current year processing
- Refine the proposed operating budget for the coming year to the Commodore, the BOD, and the Program Chairs, for discussion at the December BOD meeting

- Work with incoming officers/chairs to submit the information required for updating bank account signers, safe deposit box access, and debit card holders.

JANUARY

- Close the books for the previous year
- Propose final draft operating budget at the January BOD meeting.
- Enter the operating budget into QBO by program by month.
- File Federal FUTA return
- Generate W2s for employees and Form-1099-MICs for contract workers
- File W3s with the Social Security Administration
- If new Treasurer was installed, a financial review conducted by an accountant selected by the BOD shall be made within 30 days of the installation of a new Treasurer.
- If a new Treasurer was installed, transfer the PayPal and Square accounts into the incoming Treasurer's name (Note: the account also remains Associated with the SMSA EIN)
- Submit new signature cards to the bank.

APRIL

- Submit previous year's tax returns to the BOD for review
- File State Property Tax form

MAY

Submit previous year's tax returns to the IRS

APPENDIX E

SECRETARY



ROLES AND RESPONSIBILITIES

By-Laws Article I, Section 1 General Powers and Section 7 Duties.

RECOMMENDATIONS AND ADDITIONAL INFORMATION

BOD meetings - In preparation for each BOD meeting, send all members of the BOD an e-mail request for reports in advance for the meeting. If they are not able to provide it in advance, request that they provide you an electronic copy at the meeting or following the meeting. Once you have generated your Draft minutes, send a copy to the Commodore for initial review. After review by the Commodore, send a copy to each BOD member for review. Upon completion of review and revision based on comments received, provide the final draft of the minutes to the Commodore for forwarding to the BOD with the agenda for the next BOD meeting. The Commodore will forward the final draft minutes to the BOD members in advance of the next BOD meeting. At that meeting the BOD will vote on approval of the minutes. The approved minutes will be uploaded in .pdf format to the SMSA's Secretary's Google Drive electronic data storage area.

Annual Meeting - The Secretary is responsible for reading the previous year's draft annual meeting minutes at the Annual Meeting. If there is a quorum at the meeting, the minutes are then voted on for approval. A .pdf copy of the approved minutes for the prior year is then uploaded to the SMSA's electronic data storage area. The secretary prepares the initial draft of the minutes of the annual meeting and forwards them to the Commodore for review. After any changes required by the Commodore, the draft annual meeting minutes are forwarded to the BOD members with the agenda for the next BOD meeting. After any changes required as a result of review and any discussion of the draft minutes at that BOD meeting they are uploaded in draft form to the SMSA's

electronic data storage area for retention until review and approval at the next annual meeting.

Elections - The Secretary is responsible for having the original ballot materials for the annual election of SMSA officers and directors and for any upcoming bylaws amendments prepared. Those material must be prepared and mailed in timely fashion such that they are received by the membership at least 15 days in advance of the scheduled annual meeting at which the vote will be taken.

APPENDIX F

DIRECTOR

ROLES AND RESPONSIBILITIES

By-Laws Article I, Section 1 General Powers and Section 8 Duties.

TIMELINE

No specific timeline is required for the Directors. However, as they continually look to evaluate short and long-term goal proposals, and initiate programs to achieve such goals they need to coordinate with the appropriate Officers to ensure adequate time to implement and avoid conflicts with existing items already planned.

APPENDIX G

COMMITTEE CHAIRS FOR KEELBOAT AND SMALL BOAT RACE PROGRAMS

ROLES AND RESPONSIBILITIES

While the Articles of Incorporation and By-Laws don't specifically identify the roles and responsibilities of these committees, accepted practices are documented in this section.

- Keelboat Race Chair shall act as Wednesday Night Coordinator
- Organize, maintain, and remind, all RC volunteers of schedule.
- Ensure all race results are reported to the SMSA official scorer and posted to the website in a timely manner.
- Coordinate with the RC Boat Captain to ensure boat is ready to support keelboat races.
- Ensure RC boat drivers are SMSA club members and are checked out on boat operation.
- Make regular program reports to Vice Commodore.
- Smallboat Race Chair(s) shall act as Thursday Night Coordinator
- Organize, maintain, and remind, all RC volunteers of schedule.
- Receive and postrace results to SMSA website.
- Ensure that skiffs, RIBs, are ready to support small boat races.
- Ensure safety boat operators are proficient and have been briefed on assisting a capsized small boat.
- Make regular program reports to Vice Commodore.

TIMELINE

NOVEMBER

- Collect information and disks from outgoing Race Committee Chair.
- Assist outgoing Race Committee Chair with Race Committee in the Fall Frostbite Series.
- Prepare next year's race schedule, after getting the race schedules from CBYRA and Screwpile.
- Prepare input to next year's budget. Include estimated income from race fees for the big boat and small boat programs, regattas and sponsorships. Expenses should include estimates for repairing and maintaining the RC boat and race marks, fuel, postage, Race Circular printing, CBYRA Greenbook fees, advertising and awards.
- Submit list of trophies to Vice Commodore for procurement and presentation at Annual Awards Dinner in January.

DECEMBER

- Remove river race marks "K", "L", "V", and "T".

JANUARY

- Assist Vice Commodore in presentation of trophies at Annual Awards Dinner.
- Start sign-up list for Wednesday night and weekend race committee duty.
- Begin work on Race Circular—updates, add or delete races, review rules for each race, etc.
- Coordinate any necessary repairs to RC boat.
- Submit schedule of CBYRA sanctioned races to CBYRA for inclusion in CBYRA Greenbook.

FEBRUARY

- Submit update to Yearbook's Racing Guidelines and Race Schedule to Communications Chair.
- Plan and conduct Race Committee Seminar.
- Meet with printer (Printing Press in Leonardtown) Re: Race Circular. Submit photo or artwork for front of circular.
- Work with RC Boat Captain to repair and paint race marks.
- Position and place race marks "K", "L", "V", and "T" if the mooring ball is missing, in the Patuxent River.
- Review proofs from CBYRA for Greenbook.
- If necessary, procure glasses from Eclipse or Chesapeake Embroidery for Wednesday night trophies. Store in clubhouse attic.

MARCH

- Update RC boat manual before first race of the season.
- Serve as Race Committee for Spring Frostbite Series if there are no other volunteers. Announce race results at the post-race gathering at SMSA.
- Complete preparation of Race Circular. Pick up front and back pages from the printer. Put together Race Circular—approximately 100 copies.
- Prepare race registration/waiver forms for seasonal and single entry.

APRIL

- Stock RC boat with supplies, including inflatable race marks, anchors and chains, race flags, air horn and canister (backup), RC manual, Race Circular, Yearbook, paper products and head chemicals.
- Attend SMSA Opening Day. Hand out Race Circulars to paid racers and BOD. Sell additional race circulars for \$5 each. Have racers fill out registration/waiver form if they have not already done so.
- Conduct RC boat familiarization seminar, with assistance of RC Boat Captain.

MAY

- Refuel RC boat.
- Prepare invoices for racing sponsors. Mail or hand-deliver.

JUNE

- Check RC boat for supplies and repairs. Check RC manual for missing items and re-supply.

JULY

AUGUST

- Refuel RC boat.

SEPTEMBER

OCTOBER

- After last weekend race, remove flags, inflatable marks, RC manual, air horns and canisters, etc. from RC boat and store at SMSA clubhouse.
- Inspect RC boat and schedule any repair work.
- Refuel RC boat.
- Schedule winterizing and haul-out of RC boat with Zahniser's Marina.

KEELBOAT RACE CHAIR RESPONSIBILITIES

- Compile Race Committee duty list.
- Coordinate with the Bar Manager concerning bartenders / TAMs (possibly from the RC) for Wednesday night results at the clubhouse prior to Z's opening and after closing.
- Coordinate with Social Committee chair concerning food / food trucks for Wed results at the clubhouse prior to Z's opening and after closing.
- Deliver glasses to pool bar for fleet winners to be announced during race results. Ensure Wednesday night race results are submitted to the SMSA official scorer.
- Set up protest hearings, as required.
- Submit budget to Vice Commodore.
- Submit articles to the CLEW editor by the 20th.

SMALL BOAT RACE CHAIR COORDINATOR RESPONSIBILITIES

- Develop Thursday night race schedule.
- Submit budget to Vice Commodore.
- Compile Race Committee and safety boat volunteers for Thursday night races.
- Coordinate with the Bar Manager concerning bartenders / TAMs (possibly from the RC) for Thursday night results at the clubhouse
- Organize and run the 1 and 2-day small boat regattas.
- Submit occasional article to the CLEW editor by the 20th.

RACE COMMITTEE BOAT CAPTAIN RESPONSIBILITIES

- Drop and retrieve race marks, with assistance of Keelboat Race Chair and others.
- Repair and paint race marks, with assistance of others.
- Maintain RC boat in good-working order.
- Assist Race Committee Chair in conducting RC boat familiarization briefing after Opening Day ceremonies.

APPENDIX H

COMMITTEE CHAIR FOR CRUISE PROGRAM

ROLES AND RESPONSIBILITIES

While the Articles of Incorporation and By-Laws don't specifically identify the roles and responsibilities of this Committee, as implied roles and responsibilities are identified they should be documented in this section.

RECOMMENDATIONS AND ADDITIONAL INFORMATION

1. **INTRODUCTION:** Planning the upcoming season and recruiting Cruise Leaders are probably the most demanding requirements. The Cruise Committee Chair will total the cruise points as furnished by the Cruise Leaders and publish them from time to time in the CLEW. The points can also be emailed to the cruisers.
2. **ANNUAL BUSINESS MEETING:** Present a brief summarization of the year's events. Statistics on things like the number of cruisers and points so far and the remaining schedule may be of interest.

PLANNING MEETING: Usually held along with the Annual Meeting. Prior to this meeting the Cruise Committee Chair should contact the active cruisers, those who participate in most of the cruise events to ascertain the general time frames and duration of cruises. It is not necessary to have cruise specifics such as cruise leaders or itineraries; just the time frames and in the case of extended cruises a rough idea of where the cruise will go. The cruise Committee Chair should draw up a tentative cruise schedule based on the comments received from the active cruisers. At the planning meeting the schedule is altered so that cruises will coincide as much as possible with other club events. Hopefully the cruises can end with a club rendezvous

3. **CRUISE PLANNING MEETING AND RENDEZVOUS:** This event is held in mid-winter, usually January or early February. It must be held early enough so that the Cruise Leaders can be identified and plan the cruises and that the cruise schedule can be included in the Yearbook. Cruise Leaders are selected at the planning meeting. If a Cruise Leader cannot be selected for a particular cruise, the Cruise Committee Chair may leave the Leader TBD (for the Year Book) and try to get a Cruise Leader in time to lead that cruise. Usually coffee and pastries are provided by the Cruise Committee Chair and his committee. The cost comes out of the cruise budget and must be incorporated when providing the cruise program budget.

4. **CRUISE LEADERS:** The cruise leaders plan the destinations and itineraries of the cruises which they will lead and are also responsible for ensuring that an announcement of the upcoming cruise appears at least one month prior to the cruise in the CLEW. Other material for the article might include rendezvous times, specific latitude/longitude, position times and channel for check in. Depending upon when in the month the cruise is scheduled, more lead time for the announcement may be prudent. They are also responsible for writing an article describing the cruise and publishing it in the CLEW after the cruise. The cruise leaders will send a list of cruise participants and cruise points to the Cruise Committee Chair. The Cruise Committee Chair insures that the cruise leaders fulfill their duties. He also must communicate often with the Cruise Leaders. Cruise Leaders may need feedback early for obtaining slip reservations. If the Cruise Leader cannot make the cruise he is expected to contact other interested cruisers to see if one of them can take over for him.
5. **YEARBOOK:** The schedule for Cruising needs to be carefully proofread in the Yearbook draft form because it will be referred to frequently by members planning their season. Likewise, the cruise portion of the combined Operational Schedule needs a careful review prior to publishing each month.
6. **AWARDS BANQUET:** The incumbent Committee Chair handles the acquisition of awards and the engraving of plaques on perpetual trophies for the cruise program. Close coordination with the Vice Commodore should be done in order to consolidate purchase of awards and engraving. Some advanced planning is required in order to have everything on hand for the Banquet. In November the points and awards must be finalized. The awards are the major expense of the cruise program and their budget is usually based on the previous years' experience. If money is available in the cruising program budget special awards for whatever reason may be presented. The outgoing Cruise Committee Chair must work closely with the incoming Cruise Committee Chair to ensure that there is enough money budgeted for the new Committee Chair's program. The awards are listed in the Banquet program. This requires advance liaison with the Vice Commodore to allow time for preparation and printing.
7. **One Thousand Mile Cruising:** A plaque is awarded to SMSA owners of boats who have cruised 1000 or more nautical miles on their own boat, either with club cruises or independently, during the past season. There is no formal definition of "season" and this can be interpreted by the Cruise Committee Chair, but normally coincides with the calendar year. The plaque is a 2" X 4" brass plate engraved with the club burgee and SMSA 1,000 Mile Cruising Award and the year with boat name and awardees. Also awarded is a new SMSA burgee. The Cruise Committee Chair needs to put an article in the CLEW in sufficient time to get a response from those cruisers who feel that they are entitled to the award. The Cruise Committee Chair decides how best to verify the claims of cruisers such as the presentation of logs or verification by other members. Race events are eligible to accrue mileage provided they sailed their boat to distant races and stayed on the boat (no hotel) at the end of the day in a cruising manner. A point to point race also counts provided the member sleeps on the boat.

8. **Joseph T. McGrath Trophy:** While cruising during the past season, a six-sided wood and slate ice bucket with engraved plaque is awarded to the owner of the boat displaying the SMSA burgee in the widest area while cruising on their own boat during the season. This is a perpetual trophy that can be temporarily held by the recipient but must be returned to the clubhouse trophy case prior to the SMSA Annual Meeting in November. A suitable keeper trophy may also be awarded.
9. **Cruising High Point Awards:** Owners of boats accumulating at least 35 points for participation in scheduled SMSA cruises qualify for this award. The award is a large 14" X 21" SMSA burgee.
10. **Cruiser of the Year:** The large silver Happy Hour Cruising Trophy is appropriately engraved and presented to the high point winner. A suitable keeper trophy may also be awarded. This is a perpetual trophy that can be temporarily held by the recipient but must be returned to the clubhouse trophy case prior to the SMSA Annual Meeting in November.

TIMELINE

WEEKLY

- Coordinate timely submission of upcoming cruise notices to be included in the weekly "This Week at SMSA" email notice that is sent out.

MONTHLY

- Coordinate cruising articles from cruise leaders and prepare cruising articles for the CLEW. Written articles are due by the 15th of the month prior to publication.
- Maintain Cruise section of the SMSA web page, including cruise point tally, cruise schedule, update cruise pictures, etc.

SEPTEMBER

- Set up the cruising point matrix and publish in the CLEW. Call for all cruisers to check for corrections.
- Attend the Annual meeting and provide a cruising report with data available as Cruise Committee Chair.

OCTOBER

- Begin dialogue with next Cruise Committee Chair, review Policy Manual and appendices. include preliminary cruise point matrix in CLEW. Prepare pass down list for incoming Committee Chair. Include history file of pertinent correspondence, CLEW articles, cruise point matrix, recommended theme for next season, general outline for Cruise Planning meeting to be held in January/February (include food and drink list)

NOVEMBER AFTER ELECTION

- Coordinate pass down from previous Cruise Committee Chair. This includes last year's cruise schedule, budget from last year, list of cruising awards from the past season and the cruise articles for the year. Complete cruise point matrix for all cruisers and cruises.

DECEMBER

- Refine budget for next year.
- Begin preparation for the winter Cruise Planning meeting, announce date for Cruising Planning Meeting, and provide cruise planning inputs to the general schedule for the Vice Commodore.
- Develop general cruise plan strategy.
- Finalize awards, order appropriate keepers or coordinate with previous Vice Commodore, provide list of awards to the Vice Commodore and Publicity Committee Chair as necessary for inclusion in the Awards Banquet Program.

JANUARY

- Participate in Awards Banquet, hand out awards, and coordinate with Vice Commodore.
- Provide monthly time phased budget to Treasurer.
- Complete preparations for the cruise Planning Meeting identify a supporting committee of volunteers as required.

FEBRUARY

- Early in the month hold the Cruise Planning meeting, identify dates, cruise leaders and destinations, complete the years cruising schedule and coordinate with the racing schedule as much as possible.
- Prepare final copy of Cruising Program for inclusion in the yearbook. Maintain and update Cruising section of the yearbook.
- Prepare invoice for Cruise Planning meeting expenses.

MARCH

APRIL

- Participate in the opening day celebrations, support the brunch provided by the BOD with service and food.

APPENDIX I

FACILITIES MANAGEMENT

ROLES AND RESPONSIBILITIES

While the Articles of Incorporation and By-Laws don't specifically identify the roles and responsibilities of this committee, as implied roles and responsibilities are identified they should be documented in this section.

RECOMMENDATIONS AND ADDITIONAL INFORMATION

Facilities Chair will coordinate with the Rear Commodore to maintain the facility tracker which captures the yearly maintenance items as well as the larger facility projects both the clubhouse and dock areas. This will help facilitate prioritizing the projects depending on the type of work required and the skillsets required.

TIMELINE

APRIL

Club Clean-up Day

OCTOBER

Club Clean-up Day

APPENDIX J

SOCIAL PROGRAM

ROLES AND RESPONSIBILITIES

RECOMMENDATIONS AND ADDITIONAL INFORMATION

Turnover

Obtain a pass-down log from the previous Social Committee Chair as soon as possible. This will provide you with a better understanding of the responsibilities of this position as well as specific information about events, supplies, vendors, entertainment and general practices of SMSAs Social Program.

Volunteers

Once the schedule is finalized, begin contacting potential hosts and co-hosts for the upcoming season's rendezvous. Opening Day will provide you an opportunity to utilize a "signup sheet" for those members interested in lending a hand. You will find that you need to give this a personal touch as you solicit their help with hosting a rendezvous. This is also a great opportunity to encourage new members to become involved by asking them to co-host an event. Once those members are identified, establish a meeting to review the calendar of events and activities.

BUDGET

One of the first major official duties of the new Committee Chairs is the preparation of the upcoming year's budget in November. It is in your best interest to review any and all prior years' budget material provided by the Treasurer. This information can assist you in tracking the history of income and expenses as well as determining what areas will require more or less funding to ensure a balanced budget for YOUR program. Please remember that it is your responsibility to adhere to the budget you have set for your program. Specific information regarding some of the larger club events (Birthday Party, Awards Banquet, Opening Day, Luau at Zahniser's & Crab Feast) are detailed below to assist in the budget process.

Publicity

The best source of publicity for the social events is every month in the Clew Newsletter. The article is an opportunity to talk about upcoming events as well as detailing highlights of events that have already occurred. This is also an opportunity to relay to members just what food items you would like them to bring to an upcoming rendezvous (i.e. Members with last names A-K bring a side dish and L-Z bring a dessert).

Publishing the details of upcoming events twice, one month in advance and in the current month's issue, is smart practice.

Create a checklist for rendezvous events to include instructions for hosts. This information should provide the hosts with a standard procedure for supplies, set-up, clean up, clubhouse and pantry access, purchasing information, reimbursement process for out-of-pocket expenses and how to secure the clubhouse after the event.

Special Events, such as the Birthday Party, the Luau at 'Zahnisers, the Crab Feast and Awards Banquet, often require special mailings to the membership, either via a special full page insert to the Clew or a postcard mailing. Address labels should be obtained through the database manager and postcards mailed out with sufficient time for the membership to RSVP for these events.

TIMELINE

OCTOBER

Fall Invitational Rendezvous Chili Party & Oyster Scald:

- This event is held in conjunction with the Fall Invitational Race in mid-late October and is conducted at the Clubhouse beginning at 4:00 p.m. Typically, the chili and oysters are not served until 5:00 p.m. to allow for the volunteers to arrange and heat up all of the pots of chili brought by the members. It is wise to have at least one dozen pots of chili on hand, but having more is encouraged. 1 ½ to 2 bushels of oysters should be ordered in advance to ensure a good supply for this event. Identify someone from the club who can assist in steaming the oysters as well as shucking them once they have been steamed. Oyster supplier information to be provided from the outgoing Social Committee Chair.
- Generate publicity through articles in the September and October editions of the Clew. If 2 weeks before the event you don't have much response, it would be advantageous to contact your committee members, Directors and other club members and ask if they could contribute a pot for this event. Any members who do not plan to bring chili are asked to bring a side dish or dessert to share. The club should provide beer, wine and soda for this event. The club should also provide crackers, hot sauce, cocktail sauce, vinegar, shredded cheese and sour cream to accompany the chili and oysters.

NOVEMBER

The Annual Business and Planning Meeting

- You will need to prepare a DRAFT Social Calendar. In order to identify dates for the upcoming year's events, it is recommended that you review the previous year's calendar as well as historic precedence.
- In addition to scheduling matters, you will be required to coordinate the Planning meeting brunch (drinks, food coordination and presentation, etc.) to be conducted at the conclusion of the meeting. Also, you will need to have coffee, juice and some breakfast items (donuts/bagels/fruit) on hand before the meeting begins.

DECEMBER

The Christmas Gathering:

- This event is conducted at the Clubhouse on the first or second Saturday in December (depending upon the schedule arrangements established with LCYC for use of the Clubhouse). In previous years, this event has begun at 5:00 p.m. to allow for the clubhouse decorations and lighting (set up by the Social Committee Chair and committee) can be enjoyed AND so that attending members can preview the SIYC lighted boat parade as the boats depart from and return to the creek.
- Members are asked to bring a light-fare hors d'oeuvres and desserts for this event. The club should provide beer, wine, soda, coffee, hot chocolate, and hot cider for this event.
- If desired an ornament exchange could occur at this event and should be mentioned in the November and December editions of the Clew. Members bring a wrapped ornament to be placed in a central location within the clubhouse and then take another brought by one of the other members -- this can be done at a specified time or can occur whenever the member desires to exchange their ornament offering for another. It is recommended that holiday music be played for this event.

JANUARY

The Awards Banquet:

- In the past few years, this event has been conducted the first Saturday in January and begins at 6:00 p.m. This event has become the best-attended function of the year.
- It is a semi-formal to formal gathering. The evening consists of dinner, presentation of club awards (racing, cruising and member of the year) awards and musical entertainment. The previous 'years Vice Commodore is the emcee for this event.
- You will need to establish a location for this event. This location must have ample dinner seating for all attendees, room to set up a bar, band or DJperformance area, podium as well as an area for awards presentation. Once a location is identified you will need to coordinate a menu and associated costs with the establishment. Information on bands and prior venues for this event are obtained from the outgoing Social Committee Chair.
- Next, identify the entertainment and costs. The fee (per-person) to members and their guests should cover the food and entertainment costs for the evening. A cash bar can be established or an open bar can be set up. If an open bar, then an additional charge should be imposed for those wishing to enjoy the spirits from the open bar. Wristbands can and have been used to identify those who participate.
- This is an RSVP event and you should ask that members pay strict attention to the RSVP deadline. The restaurant or hall will expect a head count usually 5 – 7 days before the event.
- Decorating for this event should be simple, yet elegant. A festive array of greens on each table, carefully arranged around a candle has been very a very classy look for the past few years. It's a simple decorating idea that adds a very special touch. Try to establish a good committee to pitch in with set up and decorating...you'll be a happier person if you have extra help at this event!

- A check-in table will be important this night. Once all the RSVP's have been received, it is suggested that place cards for each attendee be made and passed out as they arrive and check- in. Computer generated cards work great

FEBRUARY

Valentine's Day Brunch

MARCH

The Birthday Party:

- This event is to be conducted in mid-March to commemorate the anniversary of the founding of our Club. As quickly as you can establish a location to host this event, do so. The Commodore will be the host for this special night. There are a couple of ways you can choose to handle this event. The first being a heavy hors d'oeuvres type event with either a buffet style table or servers **or** a sit-down dinner with a pre-determined menu selection for all participating members. This event has historically been a semi-formal event and has been conducted at the following restaurants/halls: Tavern at the Village, Bailey's Old Breton Inn, Riverside Restaurant at Calvert Marina and even the Clubhouse.
- Boutonnieres and corsages should be purchased for all founding members and their spouses who are in attendance. A large birthday cake should be purchased for this event and founding members will help cut the cake. A toast will be made, so have champagne on hand.
- Make sure that this is a fairly "solvent" event. Income should offset expenses and the member cost (per person) should cover food, entertainment and hall cost (if any). Typically, a cash bar is in place and run by the hall or restaurant selected.
- This is an RSVP only event and should be indicated as such in a Clew article and any subsequent mailings. In most cases, you will be required to provide the hall/restaurant with a final head count a few days before the event. Members should make their checks payable to SMSA and present them when they arrive that evening or mail them in advance to the Social Committee Chair's home address. It is wise to have an attendance listing at the check-in table so that you can account for each member and their method of payment.

APRIL

Opening Day:

- This event is typically conducted the first Saturday in April at the Clubhouse and begins at 9:30 a.m. The formal ceremonies officially begin at 11:00 a.m. with the Commodore or designated alternate if the Commodore is unable to attend acting as Master of Ceremonies for the formal flag ceremony. It is recommended that this portion be coordinated with the current Commodore. Nametags should be on hand for all members attending this event.
- Directors are asked to bring a brunch item to share and members are asked to bring a side dish or dessert to share. 2 bushels of oysters should be ordered in advance to ensure a good supply for this event. Identify someone from the club who can assist in steaming the oysters as well as shucking them once they have been

steamed. Oyster supplier information to be obtained from the outgoing Social Committee Chair.

- Mimosas and Bloody Mary's are offered. Traditionally Merrie Ruth Raley has made the Bloody Mary's to be served, however check with the Bar Manager.
- The club should provide coffee, juice, beer, soda and wine for this event. The club should also provide crackers, hot sauce, cocktail sauce, and vinegar to accompany the oysters.

MAY

Double Handed Race Rendezvous

JUNE

The Luau at 'Zahnisers Marina:

- This event is held in conjunction with the Marcy Series and is historically held the first weekend in June. The Luau begins at 4:00 and often runs until sunset or later.
- Skip and Ellen Zahniser graciously offer the grounds adjacent to the pool bar for this event. They also provide quite an array of provisions for this gathering. The Social Chair or designated alternate will contact Terry Walters, Zahniser's Dockmaster, to establish a firm date for this event immediately after the SMSA planning meeting. Terry will put the event on Z's calendar and, at a later date, she will coordinate all the details with you. Included in the details will be what Zahniser's will provide, i.e. music, tent set up, placement of tables, chairs and grill, etc. This is a "joint effort" with Zahniser's and is usually great fun for all involved.
- Because this is also a Rendezvous, Club members and Marcy boats and their crews (including non-SMSA members) are requested to bring a side dish or dessert to share with everyone and then it is recommended that they bring their main dish either already cooked or they can bring their uncooked meats and utilize the large grill provided by Z's. Zahniser's typically provides hot dogs, buns and all the condiments. SMSA will usually purchase pre-made, frozen hamburgers and buns for everyone to enjoy.
- There is quite a bit of decorating involved for this event, so having plenty of helpers is a good idea. Decorations are kept in the clubhouse and should be in good condition. Leis should be purchased each year and given to the members in attendance (supplier information to be obtained from the out-going Social Committee Chair).
- Beer and wine will be available (self-serve). Many volunteers will be needed to successfully run this event. Pull upon your committee and those members who are both friends and simply interested helpers!

Vice Commodore Rendezvous (Vice Commodore's Race/Cruise & Small Boat & Junior races)

AUGUST

SEPTEMBER

Small Boat Invitational Regatta / Crab Feast:

- This event is held in conjunction with the Small Boat Invitational and is conducted at the Clubhouse in September. The Crab Feast begins at 4:00 and those members interested in enjoying the crabs must RSVP in advance.
- The price of crabs per bushel fluctuates and therefore it is recommended that the per-member cost should not be established too early. Members attending are asked to bring a side dish or dessert to share. Members who are not eating crabs will often bring a main dish already prepared or they will bring an item to cook on the grill.
- In recent years wristbands have been used to identify those members who have paid for crabs...this helps us keep tabs on things. To accompany the crabs Old Bay seasoning, vinegar and melted butter, etc. should also be provided by the Club. Crab supplier information to be obtained from the Social Committee Chair.

APPENDIX K

PUBLIC RELATIONS COMMITTEE

ROLES AND RESPONSIBILITIES

Turnover:

Obtain Account information (user name, password, etc) for the following:

- communications@smsa.com (<http://mail.smsa.com/webmail/>)
- Google-Voice / Gmail / etc account
- Quick Books Online Intuit account (<https://qbo.intuit.com/>)
- www.somd.com account
- thebaynet.com account
- smsa's website login information for webmaster and/or admin account

Obtain the purchased copy(ies) of Adobe InDesign software for editing previous, and producing upcoming, Yearbook issue. Ensure previous chairperson unregisters then uninstalls the software from their machine. Also obtain [electronic] copies of previous yearbooks.

Responsibilities:

- Coordinate with the Rear Commodore to ensure that SMSAs web page and web-based forum are maintained and updated as necessary.
- Compile, edit and organize the printing of the Annual SMSA Yearbook
- Google-Voice voicemail maintenance/distribution
- Monthly Newsletter production, editing, distribution (electronic and hard-copy)
- Weekly 'What's going on with the club' e-mail
- Facebook group/page maintenance
- Spinsheet (and other publications) calendar submissions
- SOMD.com, The Baynet (and other online advertising sources) calendar submissions


RECOMMENDATIONS AND ADDITIONAL INFORMATION

TIMELINE

WEEKLY

Email membership about what's going on with the club

MONTHLY

Newsletter article solicitations from chairpersons (and members). Compile, have proof-read, and edit the newsletter. Distribute newsletter by the 1st of each month. (See attached instructions for publishing the Clew Newsletter) 

DECEMBER/JANUARY

Begin to solicit advertisers for yearbook

JANUARY/FEBRUARY

Solicit members for images from previous year for the yearbook.

MARCH

Send yearbook cover to printer and request a proof. May send multiple options and view proofs to decide which to go with.

Request proof of final yearbook (including all contents) and edit before OK'ing to be printed.

APRIL

Have printer print final hard-copies of yearbook. Obtain membership listing from membership chair for distributing copies during opening day.

YEARBOOK

Advertisements

Solicitation for advertisements should begin in December for publication in April. This includes the solicitation of previous and new advertisers. A letter with an attached 'order' that can be used as an invoice is a good method for completing this task.

Invoicing for advertisements should be sent as soon as ad copy is received (unless the returned 'order' was used as an invoice), or with the advertiser's copy of the yearbook, sent to him upon publication. Each advertiser should receive a copy of the SMSA yearbook.

Yearbook ad copy should be sent in 'camera ready' form. Copy will not be returned unless a special request is made. The following dimensions and costs apply for ad copy:

Cover advertisements are offered to some of SMSA's biggest sponsors first. Typically, the back cover goes to Zahniser's, inside front to Quantum, inside back to Calvert Marina. In the event that any of these advertisers opts not to advertise on one of these pages, the options should go out to other large SMSA supporters to fill the space. Please note that the cover advertisements cost more to print and the cost should be adjusted to accommodate for this.

Pictures

Solicit members, SMSA sponsors, and other supporters for photographs to be included in the yearbook. Solicit Officers, Board of Directors and Chairpersons for photographs of each person to be included on the Officers, BOD and Chair page.

Photos should be clear and preferably 600 dpi. Ideally a close up photo with a lighter background, works best. The size of the photo is not important as the printer can make adjustments as necessary.

Cover

Obtain or generate the layout of the front cover, including the selection of photographs or artwork. The inner front cover, inner back cover and outer back cover typically are designated for ads for big sponsors. The yearbook cover receives special handling from the printer, and content for all 4 sides should be submitted several weeks before the body contents, recommended no later than six to eight weeks prior to opening day for a given year.

Body Contents

The Publicity Committee Chair is responsible for updates to the electronic master for a given year. This includes, but is not limited to, current copies of changes to By-Laws, Board of Directors, Committee Chair's page, past commodores, awards, history, program descriptions, calendars, roster(s), advertising index, placement of ads, placement of photographs, and any other item that is subject to change within a given year. The electronic master copy shall be created and maintained in Adobe InDesign format to ease the updating process.

Yearbook shall be laid out in a camera ready format before being taken to the printer, and such that the total number of pages equals a multiple of four. Text, advertisements and photos shall be included as part of the copy. Electronic (pdf) copy shall be provided to the printer no less than four to six weeks prior to opening day of a given year.

Distribution

Yearbooks shall be distributed to non-Junior SMSA members and patrons on opening day. A current roster (it may have changed since incorporation of the roster in the yearbook) shall be obtained from the Membership Chair. Members receiving copies shall be checked off the current roster list. Extra copies of the yearbook may be sold only to SMSA members at an additional fee.

All members of the Board of Directors shall receive a copy of the yearbook in addition to any copy that they receive for their membership. Advertisers that are SMSA members shall receive an additional copy of the yearbook for the advertisement that they place. This copy can also be picked up at opening day.

SMSA members not attending opening day ceremonies (and Advertisers not picking up their copy) shall receive a copy of the SMSA yearbook by mail, mailed out as

soon as possible following opening day. For mailing to advertisers, it is appropriate to mail a letter, thanking them for their sponsorship, and invoice if payment has not been received.

Members who join/renew after Opening Day shall also receive a yearbook.

APPENDIX L

JUNIOR PROGRAM

ROLES AND RESPONSIBILITIES

RECOMMENDATIONS AND ADDITIONAL INFORMATION

TIMELINE

MONTHLY

- Hold Junior Committee Meeting

SEPTEMBER

- Support high school program.
- Put Optis away for the winter.

OCTOBER

- Support high school program

NOVEMBER

- Select Junior Committee Members. Meetings should take place once a month.
- Begin work on budget.
- Make certain that boats are put away (Optis).
- Conclude lease with Jimmy Yurko for boats.
- Winterize safety boats.

DECEMBER

- Begin search for Sailing Camp Director (minimum requirement is XXXX certification level)
- Begin the search for a Level One sailing instructor for the summer camps.
- Finalize schedule for the approaching season.
- Identify s required for the update web page and provide to the SMSA Webmaster
- Work on budget

JANUARY

- Complete web page information update and provide final changes to the SMSA Webmaster.

FEBRUARY

- Provide information to the SMSA Administrator so they can send an initial email to all former campers regarding the upcoming camp. Send an initial e-mail to all former campers providing schedule and camp information.
- Open Summer Camp registration.

- Complete new lease with Jimmy Yurko for (Sunfish and Holder 20s).
- Begin reaching out to high school sailors for camp assistant recruitment.

MARCH

- Begin advertising for Summer Camp.
- Continue to recruit high school sailors.
- Commission safety boats.
- Perform boat maintenance on Optis and safety boat.

APRIL

- Make decisions regarding camp instructors and staff.
- Provide high school sailing support and assistance.
- Continue camp registration.
- Prepare the Optis for the summer program.

MAY

- Continue registration on-line and via contacts.
- Provide W-4 form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Provide I-9 form: <http://www.uscis.gov/files/form/i-9.pdf>
- Provide Maryland 507 form:
http://forms.marylandtaxes.com/current_forms/mw507.pdf
- Purchase equipment for camps.

JUNE

- Summer camp begins.

JULY

- Summer camps continue.
- Change oil in the safety boats.

AUGUST

- Summer camps end.
- Exit interviews with staff and after-action report.

SEPTEMBER

- High School Starts
- HS/MS Sailing Team Commences

OCTOBER

NOVEMBER

- HS/MS Sailing Team Concludes
- HS/MS Sailing Team End of Year Party

APPENDIX M

TRAINING PROGRAM

ROLES AND RESPONSIBILITIES

RECOMMENDATIONS AND ADDITIONAL INFORMATION

- Prepare monthly CLEW article.
- Choose your committee for the coming year. Have a meeting to plan, organize and select dates, times and places for the upcoming year's events and training programs. SMSA's schedule is very busy – early scheduling is essential if you expect to get your dates.
- Prepare annual Training Program budget for presentation to BOD. Due before January. Amount depends on what you are planning i.e. guest lecturers. Keep all receipts and submit to Treasurer for reimbursement.
- Oversee Training Program expenditures throughout the year to assure the program will complete the year within the BOD approved budget.
- Produce the annual Training Program schedule in coordination with the Vice-Commodore and appropriate Committee Chairs including, racing, cruising, and social events. Always verify calendar of events for any errors and provide inputs to the Rear Commodore for inclusion on the SMSA Calendar.
- Assist in the identification and facilitation of SMSA training that will further sailing skill and abilities for SMSA sailors. This includes the scheduling of the events and the instructors for training events.
- Identify factors which will increase participation by SMSA members in training and work to increase it.
- Maintain and update the Training Program section of the annual Yearbook. Input along with pictures is due on or before Yearbook publication deadline.
- Review the Training page on SMSA web site and provide corrections, changes or additions to the SMSA Webmaster once schedule complete. See SMSA.com.
- Attend committee meetings and presents a brief report of Training Program activity. If report lengthy, type advance copy and e-mail to Secretary.

APPENDIX N

MEMBERSHIP PROGRAM

ROLES AND RESPONSIBILITIES

RECOMMENDATIONS AND ADDITIONAL INFORMATION

- Prepare annual Membership Program budget for presentation to BOD at the December budget meeting. Based on past history and any other information available, need to prepare a time-phased estimate of income from renewals and new memberships throughout the year. Also need to prepare time-phased estimate of expenditures. Things to consider in preparation of budget include:
 - o Estimate number of non-renewals (recent years statistics show a loss of about 15 – 20 membership renewals each year). Estimate number of new memberships throughout the year (recent years show about 15 – 20 new membership gain during the year).
 - o Budget estimate for purchase of burgees if necessary. We generally order the burgees in quantities of 25 at a time. Plan on needing one burgee for each new approved membership as well as a handful of re-sales to current members who need replacements.
 - o Postage for mailing annual renewal notices. Postage for mailing welcome packets to new members.
 - o Purchase of letterhead and preprinted SMSA mailing envelopes.
- Maintain the stock of Burgees and other SMSA paraphernalia. Budget for and purchase supply of SMSA Burgees, SMSA tie tacks & pins, and SMSA decals. Our current vendor for Burgees and jewelry is Prestige Flag (800) 876-5155 x 217. Point of contact is Stu Fried. Allow about 4 weeks for delivery after purchase.
- Oversee Membership Program expenditures throughout the year to assure the program will remain within the BOD approved budget. Request BOD approval for budget amendment if necessary.
- Act as the primary contact for prospective members and sponsors. Provide forms, guidance, and support as necessary.
- Receive membership applications and present new members to the BOD. Assure that all required fees and signatures are in order before presenting. Notify prospective members of anything that may be lacking.

- When an applicant has been approved for membership, notify the applicant via phone call or email. The Welcome Packet includes: welcome letter, burgee, yearbook, decal, recent issue of The Clew, and membership card(s).
- Prepare a summary of service for each Emeritus membership application for presentation to the BOD for approval.

Offer Burgees and other SMSA paraphernalia for sale at SMSA functions during the year.

- Monitor the membership roster for accuracy. Send corrections to the data base manager.
- Distribute membership renewal forms, log in renewals and resignations, and collect annual dues and race fees. All income is documented (on Record Deposit Form) and sent to Treasurer. All membership renewal forms and new applications are sent to Data Manager. (It is advisable to make copies for own use/records).
- Send data to Race Committee Chair on members paying race fee.
- Follow up, (through email, voice mail, or regular mail) for member renewals not accounted for by the renewal due date (15 Feb).
- Provide appropriate pass down documentation to his or her successor as Membership Committee Chair prior to turnover of duties in January.
- Attend BOD meetings and special meetings.
- Ensure that annual membership renewal forms are accurate and are mailed in January. The Data Base Manager will prepare the renewal forms and provide mailing labels in time to meet the mailing deadline.
- Review and revise the SMSA Application for Membership form that is hosted on the SMSA web page. Ensure that dates, fees, contact information, etc. are accurate. Send changes to the web master.
- Prepare a monthly article for publication in the CLEW as appropriate. Articles should include an introduction of new members, welcome back former members, and provide any other noteworthy membership information.

APPENDIX O

BAR MANAGER

ROLES AND RESPONSIBILITIES

Roles and Responsibilities

Overview: Manages all SMSA bar activities associated with the on-site sale of alcoholic beverages and mixed drinks. Products include lite, regular and premium beers (cans or bottles), various wines, several rums and other alcohol, pre-mixed drinks and many types of sodas, mixers, fruit juices and water. Bar snacks, chips and dip and finger foods are routinely provided.

- Selects and forecasts products, brand, quantity, and orders to meet seasonal club social schedules
- Orders, receives, records and maintains all stock inventories (including bar ice, water)
- Monitors cash log, donations, and expenses and register receipts for deposit with Treasurer
- Maintains bar area and equipment to health code requirements
- Maintains recycling for cardboard, plastic, glass and cans
- Displays and keeps on hand all legal certificates, required signage and sponsoring logos
- Recruits, displays and maintains lists of volunteer bar tenders and qualified TAM members
- Oversees training and functioning of bartenders and servers
- Manages regular Friday night social gatherings all year
- Coordinates bar usage guidelines and facility access procedures with club Facility Manager
- Adheres to strict club policy of daily bar tab payments, and state drinking age and identification requirements

Requirements

- Available to order and stock products. Must arrange for receipt of products on the distributors' delivery schedule.
- Available (backup) to open, close, operate bar on Friday socials (and other occasions)
- Physically able to move/carry large cases, breakdown, dispose of and recycle cartons, cans, bottles and trash
- Recruitment of bartenders is a substantial and continuous task.

Procedures

Facility access and bar operation are detailed in the current Bar Guidelines per the SMSA Policy Manual and located at the bar. A bar usage agreement accompanies the facility rental agreement. All other programs must schedule use of the bar with the manager at least two weeks in advance. All other program chairs or members using the bar are responsible for access, TAM presence, operation, cleanup, cash log and deposits and restocking.

Budget

Individual cash bar servings, bar pricing and markup is nominally set by the SMSA BOD @50% markup and upon Bar Manager recommendations. Prices and instructions are posted for regular member socials. Both member and non-member usage of the bar/facility for rentals and special events require a 100% markup on all case products provided for the event. One dollar ticket sales are recommended for all special occasions. Due to the small and seasonal operation of the bar and the minimum distributor delivery rules, purchases are extremely variable and on a COD basis. Non Alcohol products are replenished on an as needed basis. The Bar Manager has signature authority (2012) for SMSA checks to pay distributors and reimburse out of pocket purchases. All alcohol sales are through the bar register. State and local sales taxes must be paid on alcohol product usage. Mixer sales only (sodas, water) will be recorded separately and money placed in the soda/water bucket provided.