

Commodore Responsibilities

- Coordinate all club activities with responsible officers and directors
- Make sure to be added to the HBYC bank account NLT January 1st of your club year.
- Maintain possession of the Club Key Chain which has keys to:
 - Front Door of SRCC Clubhouse
 - Top and bottom locks on HBYC storage cabinet in the clubhouse
 - Storage room access key
- Chair monthly club and board meetings, prepare agendas for each
- In the event you will miss a monthly or board meeting, have a backup in place and notify the Board ASAP of who is taking your place. Get that person the keys prior to the event and retrieve asap once the event is held.
- Negotiate clubhouse rental with SRCA – it's pretty much a continuous contract.
- Ensure that IRS Form 990-N form (postcard) is completed and submitted online prior to May 15 (do it in January). Our employer id is 59-3155136
- File Florida Corporation report online prior to April 1st (do it in January). HBYC Doc # is N50018
- Maintain Boat U.S. contact and necessary paperwork. (Boats US 800 395-2628 ext. 3278 Penny Leach Hudson BYC # GA82061Y)
- Sponsor the Annual Steak & Chicken Fry
- Coordinate with Guy Colson for the Christmas Toy and Food Drive.