

# Los Gatos Yacht Club

## Summary of Officers and Their Duties

### *Commodore:*

Preside at General and Board of Directors meetings.  
Appoint committees.

### *Vice Commodore:*

Perform duties of the Commodore in the latter's absence.  
Act as the membership chairman.

### *Rear Commodore:*

Responsible for programs at General Meetings.

### *Secretary:*

Prepare minutes of meetings for Board approval.  
Maintain a roster of members.  
Prepare club correspondence as appropriate.  
Notify interested parties of email or address change:  
(IRS, CA Secretary of State, CA FTB, RBOC, PICYA, YRA, Insurance Co.).

### *Treasurer:*

Keep financial records (accounting is on a cash basis).  
Collect and deposit monies due the club.  
Pay bills approved by the Board.  
Provide timely reporting of the club's financial status.  
Ensure state and federal reporting requirements are met:  
IRS: file form 990-n or 990EZ annually;  
CA FTB: Form 199 or 199N annually by May 15;  
CA Secretary of State: Form SI-100, bi-annually (every odd year) by July 31.

### *Staff Commodore:*

The Staff Commodore is the previous year's Commodore; advise Board and review duties with new Board members.