

Official Constitution of the NHYC Junior Board

Mission Statement:

The Mission of the Newport Harbor Yacht Club Junior Board is to aid, guide and assist the Non-Calm Sailing Program and act as an ambassador representing our club with corinthian spirit.

The Newport Harbor Yacht Club Junior Board members must be willing to participate in activities and events throughout the calendar year. These events and activities are (but not limited to) Opening Day, any yacht club hosted regatta, Rigging Day, Non Calm Bowl, Summer White Party, Coaches Cup, Misc. Fundraising, and boat yard clean-up and boat maintenance.

All members of board need to communicate and practice positive teamwork to accomplish the goals they set.

All members need to help promote our junior sailing program by role modeling leadership and participating in volunteer opportunities.

Eligibility:

- To be considered for a board position, all candidates must be a member of NHYC, either jr. membership or family membership in good standing.
- Must be actively sailing in either non-calm program, on high school team or equivalent.
- Must be 13 years of age in January of starting term.

Meetings:

- Meetings will be held on the second Wednesday of every month.
- Please plan to attend all meetings.
- Arrive 10 minutes before start of meeting and be prepared to give reports, take notes, participate in discussions and planning.
- Meetings will be run by Jr. Commodore. If he/she is unable to attend then the Jr. Vice Commodore will preside followed by the Jr. Rear Commodore.
- 2 weeks prior to meeting a reminder and agenda will be sent via email by Jr. Secretary.

Roles of the NHYC Junior Board:

Jr. Commodore

- Scheduling, attending and running all meetings - includes creating agenda
- Help plan master calendar with input from rest of board and Non-Calm Advisory Board
- Communicate with Jr Board and Non-Calm Advisory Board
- Oversee all activities

Jr. Vice Commodore

- Attend all meetings - assist in creating agenda
- Assist Jr. Commodore in meetings when needed
- Assist Jr. Commodore with planning activities for master calendar
- Head committee for Fundraising

Jr. Rear Commodore

- Attend all meetings
- Assist Jr Commodore and Jr. Vice Commodore in meetings when needed
- Organize and head committee for trophies and T-shirts for regattas and activities.

Jr. Port Captain

- Attend all meetings
- In charge of boat yard - head of committee to help maintain NHYC sabot racks, CFJ parking and lockers.
- Emergency and safety checks - with Non-Calm Advisory member
- Organize monthly or bi-weekly clean-up days.

Jr. Fleet Captain

- Attend all meetings
- PRO of any/all Jr. Board run regattas
- Provides secretary with notices for other clubs about said regattas
- Assist Jr. Port Captain with equipment safety checks

Secretary

- Attend all meetings
- Record minutes for each meeting and be prepared to cover the previous meetings minutes
- Email meeting agenda and meeting reminders as provided by Jr. Commodore
- Email follow-up minutes after each meeting
- Record meeting Attendance
- Acquire and send and thank you notes as needed

Treasurer

- Attend all Meetings
- Be prepared provide a treasury report - with help of Advisory Board
- Keep track of all fundraising monies
- Keep a record of all monies spent on specific items
- Take an active roll in maintaining a positive cash flow

HOTW Liaisons

- Attend all meetings
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- Compile a list of topics and people for articles
- Compile an assignment sheet and deadlines for articles
- Submit articles to HOTW Committee

High School Liaisons

- Attend all meetings
- Report to Jr. Board how high school teams are doing, when their regattas are and how can we help them