

MARINA COMMITTEE CHARTER

PREAMBLE

1. The Committee is advisory to the Board of Trustees
2. The Major purpose of the Committee is to look after all matters that pertain to the successful operation of the Marina which serves the needs of the Marina users and the Club members.
3. The Committee is open to members in good standing, and is composed of: a Chairperson and a Harbormaster who report to the Board of Trustees; volunteer members with an interest in boating and the Marina; and a Trustee who is liaison to the Board.
4. The Committee Chairperson and Harbormaster are approved by the Board. The Committee Chairperson reports to the Board of Trustees on policy issues; and the Harbormaster reports to the Manager on issues relating to the administration of established rules and regulation, and the management of the Marina Facility. Both positions will serve for a two year time period beginning after the August Board meeting.

DUTIES OF MARINA CHAIRPERSON

The Marina Chairperson in cooperation with its membership performs the following duties:

1. Prepares the Annual budget and insures that goals set forth in the budget are met and that Marina reserve schedules are followed.
2. Insures that required permits from Federal, State, and local agencies are obtained in a timely manner for the maintenance and future development of the Marina.
3. Develops jointly with the Harbormaster a long-term plan for improvements needed to maintain a viable Marina.
4. Interfaces with other CG committees on an as-needed, request basis.
5. Reviews and provides input to the Board on the Rules and Regulations (CP03) that govern the use of the marina facility.
6. Keeps written minutes of all meetings and presents oral and written reports to the Board of Trustees when appropriate. The Chairperson or his/her designee will submit an annual written and oral report at the annual CG Membership meeting.
7. Meets with the committee at least two times each calendar year or as necessary. Usually the Committee meets on the first Tuesday of each month.

DUTIES OF HARBORMASTER

The Harbor Master, who also serves on the Marina Committee, performs the following duties:

1. Interfaces with outside contractors pertaining to Marina related projects.
2. Assigns and monitors: (a) boat moorage; (b) rampage; (c) reserved and general boat parking; and (d) kayak, dingy, and canoe storage.
3. Approves all Marina related expenses and insures that they fall within budgeted guidelines. The Harbormaster will also maintain and replenish the Marina petty cash fund.
4. Facilitates the work required to maintain the Marina, including work on docks, entrances, ramp, and their immediate areas; and identifies areas that may require immediate attention.
5. Acquires and maintains tools and equipment needed to perform work on the Marina, and is responsible for replacement of needed items.
6. Develops jointly with the Marina Chairperson and its Committee a long-term plan for improvements needed to maintain a viable Marina.

Richard Hilfer, President

Carol Wood, Secretary