

# **FLEET COMMITTEE OFFICERS RESPONSIBILITIES AND DUTIES**

## **Commodore**

- Acts as chairman and presides over the monthly fleet meeting.
- Serves as a member of the Council Venturing Committee.
- Is charged with the responsibility for producing a healthy and progressive Sea Scouting program.
- Oversees and coordinates with activities of all Vice-Commodores in charge of the various Sea Scouting committees, both permanent and ad-hoc.
- Presides over fleet ceremonies and functions.
- Records the proceedings at all Fleet meetings.
- Writes and sends out to all Fleet members minutes of all Fleet meetings.
- Maintains a current roster and database of all adult Fleet members containing addresses, phone numbers, training records, and other pertinent data.

## **Treasurer**

- Maintains Fleet accounts and furnishes a monthly accounting for review by the Fleet committee.
- Approves, along with the Commodore and a Vice-Commodore, disbursements for valid expenditures.
- Keeps records and appraises committee of expected future expenditures for boat registrations, equipment costs, and the like.

## **Boats & Gear - Vice Commodore**

- Oversees the committee responsible for distribution, assignment, and disposal of all boats and related gear owned by the council.
- Reviews and screens potential donations for their suitability for Fleet use and makes recommendations to the Fleet committee.
- Conducts or organizes yearly boat inspections, and in coordination with the Safety and Training committees, makes provision for the proper complement of safety equipment on all Fleet craft.
- Maintains all records, pursues titles for undocumented donations and ensures current registration of all Fleet craft in use.
- Assigns available slip and storage space to Fleet craft. Maintains relationships with cooperating marinas and storage facilities.

**Commissioner Service Team - Vice Commodore**

- Provides support and information to ships in need throughout the Fleet.
- Fosters and encourages new ships and sponsors in locations not currently served by the Fleet.
- Keeps tabs and follows up on recharter efforts for all Ships.
- Works through district assigned unit commissioners to provide unit service to ships.
- Communicates with district assigned unit commissioner for ship status.
- Provides unit service to ships with no assigned unit commissioners, as time permits.

**Safety - Vice Commodore**

- Makes a yearly inspection of all Fleet craft and reports to Boats & Gear committee on any deficiencies of safety equipment.
- Provides safety-related training at fleet meetings, activities, and as independent courses.

**Training – Vice Commodore**

- Schedules training opportunities for youth and adults on a monthly and yearly basis.
- Ensures that council training opportunities are well publicized.
- Keeps records of all attendees of required adult training and coordinates with the yeoman to maintain a training database.
- Encourages all new Skippers and Mates to complete required training courses and exhorts all adults to keep current and continue their training.
- Help new ships complete their first PCI

**Program - Vice Commodore**

- Schedules and coordinates Fleet Rendezvous, Regattas, and other Fleet wide functions.
- Makes recommendations to the Fleet Committee on yearly events and schedules them so as to maintain a continuous program.
- Consults with the Sea Scouts on ways to improve the program and change or add events that will attract greater participation.
- Serves as selection chairman and go-between for ships and youth desiring to participate in National programs.

**Publicity - Vice Commodore**

- Charged with selling the program to the outside world.
- Seeks and provides copy for publicity opportunities in all available media.

**Membership – Vice Commodore**

- Looks for potential sponsors and chartering organizations for new Ships.
- Assists ships in planning and setting up recruiting programs.