

### Vice Commodore Responsibilities:

- 1.) Assist the Commodore in the discharge of their duties.
- 2.) Officiate meetings and at DYC events in the Commodore's absence.
- 3.) Careful monitoring of DYC member's work hours. This task requires regular inspection of the work hours logbook and confirmation that logged hours are correct. The Vice Commodore shall at club's year end perform a final audit of work hours and contact any members who have not completed the minimum required number of work hours.
- 4.) Will be responsible for the formation of a nominating committee no later than August 31<sup>st</sup> for the purpose of the selecting a slate of officers for the ensuing year.
- 5.) Assist the Commodore with the Commodore's party.
- 6.) It has been the unwritten responsibility of this office to be the liaison for the long range planning committee.