



# ***Notice of Election***

## ***BYC Junior Officers 2023 Term***

*Positions to be filled*

Junior Commodore \* Junior Vice Commodore \* Junior Rear Commodore\*  
Junior Secretary \* Junior Treasurer \* Junior Board of Directors

BYC Juniors interested in running or re-running for an office position will complete the attached form and submit it back to the Junior Sailing Office by **November 17<sup>th</sup> at 5pm**. If needed, interview times will be scheduled by appointment.

Eligibility – The election is open to all BYC Juniors ages 11-19.

Please contact Susannah at 949-673-3515 ext. 131 or [susannah@balboayachtclub.com](mailto:susannah@balboayachtclub.com) for more information. Information will also be posted on the website, [www.balboayachtclub.com](http://www.balboayachtclub.com) under “Juniors”. Applications must be filled out, signed, and returned to Susannah by **5pm on November 17<sup>th</sup>**. If Becky is not available packets may be turned into the Front Office.

### ***SAVE THE DATE(S)***

*Elected officers will be asked to attend:*

\*Group picture of the Jr. Board TBD.

\*BYC Installation Dinner 2022 (this is when your term officially begins!)

\*BYC Opening Day

For all events the dress code will be blue blazer and khaki pants or skirt.

## **Junior Commodore Responsibilities (1 year)**

Junior Commodore- The Junior Commodore shall be the chief executive officer of the Juniors subject to control of the Rear Commodore. He or she shall have the powers and duties as prescribed by the Rear Commodore or these Bylaws. The Jr. Commodore's duties shall consist of but not be limited to: (1) Official Representation: The Junior Commodore shall be the official representative at club activities. He or she shall attend all junior events. In the event the Jr. Commodore is unable to attend, the Junior Vice Commodore shall act in his or her place. The Junior Commodore shall be expected to attend the Officer Installation Dinner, Opening Day, Awards Dinner and any Junior Fundraising events. (2) Junior Officer Meetings: The Junior Commodore shall schedule and preside over meetings. He or she shall be responsible for developing the schedule and agenda for the meetings. The agenda shall be distributed one week prior to each meeting to the officers. He or she shall be responsible for maintaining parliamentary procedure. (3) Events: The Junior Commodore shall be involved with the planning, organizing, and implementation of Junior events. He or she shall work closely with the Advisors and Junior Program Director for guidance. The Junior Commodore may delegate responsibilities to junior members or committees of junior members if necessary. (4) Talewind Article: The Junior Commodore shall submit information to the Talewind. Submissions should include upcoming events, fundraisers, and acknowledgments.

## **Junior Vice Commodore Responsibilities (1 year)**

Junior Vice Commodore- The Junior Vice Commodore shall be the executive officer of the Junior Commodore. In the absence or illness of the Junior Commodore, the Jr. Vice Commodore shall perform all the duties of the Junior Commodore. The Junior Vice Commodore shall work with parent advisors and the Junior Sailing Administrator to plan, organize, and implement junior activities, events, and parties. The activities shall include Opening Day, Family Fun Night, Awards Banquet, and others. The Junior Vice Commodore shall develop a committee of junior members as needed for the events.

## **Junior Rear Commodore Responsibilities (1 year)**

Junior Rear Commodore- The Junior Rear Commodore shall act as Junior Vice Commodore during his or her absence. The Junior Rear Commodore shall direct fleet activities of the junior program as defined by the Rear Commodore. The Junior Rear Commodore's duties shall consist of, but not be limited to: (1) Racing: The Junior Rear Commodore shall work with the sailing administrator and parent advisors to plan and implement junior racing events. (2) Fleet Maintenance: The Junior Rear Commodore, with the guidance of the Sailing Administrator, shall be responsible for reporting problems with the maintenance of club dollies, FJ fleet, trailers, lockers, and boat stickers. (3) Awards: The Junior Rear Commodore shall be included in the selection and distribution of Sailing Program awards.

## **Junior Secretary & Treasurer Responsibilities (1 year)**

Junior Secretary/Treasurer- The Junior Secretary/treasurer shall be responsible for the following: (1) Minutes: The Secretary/Treasurer shall record the minutes the Junior meetings. The minutes shall be posted in the Junior Room and distributed to officers in a timely manner. (2) Fund Raising: He/she shall work with the Parents Advisors and the Junior Sailing Administrator to facilitate junior member involvement in fund raisers. He/she shall keep records and report money raised to Junior Officers. If he/she can not attend a fundraiser he/she must delegate a junior member to do so and that designee shall have all the responsibilities of the Secretary/Treasurer. (3) Historian: The Secretary/Treasurer shall be asked to create a Junior Scrapbook.

## **Junior Board of Directors Responsibilities (1 year)**

Junior Board of Directors - Duties determined by the Junior Bridge.

# Junior Officer Candidate Form

Check office: (1-year term)

Commodore \_\_\_ Vice Commodore \_\_\_ Rear Commodore \_\_\_ Secretary \_\_\_ Treasurer \_\_\_ Junior Board or Directors \_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

I have read and reviewed the Candidate Packet with my parent(s) and acknowledge, understand, and agree to fulfill the Officer Responsibilities as described in the Candidate Packet.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and reviewed the Candidate Packet with my Junior Sailor and agree that he/she may run for office. In addition, I will help my Junior Sailor fulfill his or her responsibilities as outlined in the Candidate Packet.

Parent of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to Becky by **Wednesday, November 17<sup>th</sup> at 5pm.**

### About the candidate:

Please include information about yourself as well as why you would make a great BYC Jr. Officer!

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What would you like to see the Junior Board accomplish in 2022?

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(continue on backside if you're not done....)