



WRSC

West River Sailing Club
Galesville, Maryland

2009 CRUISING COMMITTEE ROSTER AND DUTIES

Dan Rothermel - Chairman

- Recruit cruising committee members
- Develop cruising calendar for the year
- Develop fleet schedule with deadline dates for completion of cruising materials
- Recruit cruise leaders
- Chair Cruisers' Annual Planning Meeting
- Report fleet status, as required/requested, to the board
- Report fleet status to membership at Flag Raising and Annual Meeting
- Provide for the maintenance of the fleet bulletin board
- Oversee activities of the Committee
- Fill in for committee members as events dictate

Don Mueller – Finance and Administration

- Develop and revise, as necessary, cruising budget and oversee its execution
- Coordinate spending for the Cruising Fleet activities consistent with the budget
- Oversee receipt of funds generated by the Cruising Fleet
- Plan for acquiring and distributing cruising awards for 2008 participants at the Annual Wine & Cheese Party (Pete Emens has agreed to MC & hand out awards)
- Distribute the Cruising Calendar for the Annual Directory, website and members.
- Maintain e-mail list for Cruising Fleet members
- Fill in for committee members as events dictate

Erick Chiang - Communications

- Oversee cruise leader activities and insure they are performed according to the schedule
- Obtain from cruise leaders and distribute completed NOC's for electronic and newsletter publication
- Write monthly "On the Horizon" article for the newsletter
- Oversee the posting of the names of participants of each cruise (Eleanor Holmes has agreed to do this once again in 2009)
- Fill in for committee members as events dictate

Cruise Leaders

- Prepare NOC and forward it to the Cruise Committee - Communications member for publication
 - Based on NOC, write promotional e-mails for each cruise/event and solicit responses from potential participants in the cruise:
 - 2 weeks prior to cruise
 - 1 week prior to cruise
 - 2 days prior to cruise
- Develop a roster of participants and after the cruise forward it to Cruising Committee - Communications member
- Write the cruise summary, list of participants and forward it to the Cruise Committee - Communications member for publication