

Commodore

5.2 The Commodore shall be the chief executive officer of PHRF-NE and shall preside at all meetings of the Executive Board and Board of Governors, serve as chairman of the Handicapping Committee, represent PHRF-NE to other yachting organizations, and promote the best interests of the organization.

Additional duties include:

1. Shall vote in instance of a tie or the absence of an Executive or Handicapping Committee member to achieve a quorum.
2. May appoint additional members of the Handicapping Committee who have a technical interest. No member of the Handicapping Committee may take part in discussions about the handicap of a boat that he/she has an interest in, either financially or by sailing on it.
3. May direct and prepare information for distribution to the membership at large and/or other related PHRFNE Committees, Governors, Fleet Handicappers and resource persons.
4. May initiate discussions beneficial to PHRFNE for the Executive Committee to consider. Regarding these discussions, if a consensus is not reached, the Commodore may have the option to present directly to the Governors, and/or membership at large for further review and discussion.

Vice Commodore

5.3 The Vice Commodore shall assist the Commodore in the discharge of his duties.

Additional duties shall include:

1. In the Commodore's absence, act in his stead, ~~serve as secretary for meetings of the Executive Board, Board of Governors, and Handicapping Committee (note: redundant with Secretary position).~~
2. Act as a voting member of the Executive Board and Handicapping Committee.
3. Promote growth of the membership.
4. Coordinate any social activities.

Rear Commodore

5.4 The Rear Commodore shall preside at meetings in the absence of both the Commodore and the Vice Commodore. In addition the Rear Commodore shall:

1. Act as a voting member of the Executive Board and the Handicapping Committee.
2. Assist the Vice Commodore in the discharge of his duties.

The Rear Commodore will be the only Flag Officer position on the Executive Board elected to a 2-year term at the Fall Meeting semi-annual election. Persons in the office of Vice Commodore and Rear Commodore are expected to advance to fill 2-year term ladder positions and will not require additional votes.

Secretary

5.5 The Secretary shall act as the recording member of the Executive Board and PHRF-NE. In addition the Secretary shall:

1. Maintain membership and fleet rosters.
2. Act as a voting member of the Executive Board and the Handicapping Committee.

3. Record certificates processed for year, keep historical record
4. Acting as the “gatekeeper,” manage and support email communications generated by fleets,
5. Generate special reports for fleets including membership mailing labels, end-of year reports.
6. Generate monthly invoices, collect/record payments sent to treasurer.
7. Coordinate and schedule the Fall and Spring meeting at the request of the Commodore.
8. Act as the official contact for Member Fleets.
9. Collect images/messages from fleets to be posted on website and distributed via email.

Chief Handicapper

5.6 The Chief Handicapper shall:

1. Maintain the performance handicapping records.
2. Recommend, to the Handicapping Committee, handicaps for newly-registered yachts and handicap changes for yachts whose race results indicate a need for adjustment.
3. Conduct independent investigations of alleged measurement irregularities.
4. Act as a **voting** member of the Executive Board and the Handicapping Committee.

In the event of a vacancy in this position, duties will be assumed by the Handicapping Committee, Fleet Handicappers and Certificate Processor.

Treasurer

5.7 The Treasurer shall be responsible for the funds of PHRF-NE and act as a **voting** member of the Executive Board and the Handicapping Committee. These responsibilities include:

1. Maintain a checking account for PHRFNE expenses.
2. Deposit monies into this account sent to PHRFNE from the PHRFNE Secretary who collects the membership fees.
3. Pay any bills as authorized by the PHRFNE Commodore.
4. Provide accounting at the Fall Meeting for income and expenses.
5. Recommend any changes need in dues to offset increased expenses.
- ~~6. Research and input observed performance data to provide an unbiased and fair rating contribution to the Handicapping Committee.~~

The Secretary and Treasurer are Association Officers on the Executive Board and elected at the same time as the Rear Commodore during the semi-annual Fall Meeting vote. The Secretary and Treasurer, as Association Officers on the Executive Board, are not limited to 2-year terms as are Flag Officer positions.

Immediate Past Commodore (new position/duties)

5.8 The Immediate Past Commodore shall be responsible for officially presenting the newly-elected Commodore to the Executive Board, Board of Governors, and Handicappers following the semi-annual elections at the Fall Meeting.

Additional duties include:

1. In a timely manner, shall also provide to the incoming Commodore an overview of recent activities and outstanding issues to facilitate a seamless transition.
2. Shall participate in Executive Board voting, providing the Commodore and Executive Board with advice, support, and recommendations.
3. Shall provide information, contribute to decisions, and vote as a member of the Handicapping Committee.
4. Shall attend the annual Fall and Spring PHRF-NE Meetings in order to present, define, participate in, and/or support discussions related to the effective functioning of the organization.

5.9 If any Association Officer, with the exception of Commodore, vacates or must be removed from a position for any reason, the Executive Board may either:

1. designate a replacement to serve until the position can be filled by an appointment of a nominating committee prior to a vote of the general membership in a bi-annual election at the Fall Meeting
OR
2. Designate a replacement for Rear Commodore while moving other Flag Officers up the ladder.
3. In the case of the vacancy for the position of Commodore, the Vice Commodore will immediately assume the position of Commodore and continue in that position.

Fleet Governor

4.9 The Fleet Governor shall:

1. Serve as primary liaison between its Fleet members and PHRF-NE and assist new and existing PHRF members by providing information and answering questions about PHRF-NE applications, rating certificates, and other questions.
2. Provide information regarding upcoming fleet events to members and other potentially interested PHRF fleets, primarily through mass email communications and by responding to email inquiries.
3. Attend each semi-annual PHRF organizational meetings in Spring and Fall.
4. Communicate PHRF-NE plans and changes to the Fleet Race Committee.
5. Bring any concerns or issues from the Race Committee to PHRF-NE. Assist Fleet Handicapper as required.

Fleet Handicapper

4.10 The Fleet Handicapper shall:

1. Screen all Renewal Certificate Applications for changes from the last issued certificate and if there are no changes, forwards the application to the Certificate Processor, noting that there aren't any changes, and requests issuance of certificate.
2. Assist boat owners in preparing New Certificate Applications for ratings and review by the Handicapping Committee by verifying the data provided by owner using internet resources (Sailboatdata.com, US Sailing, manufacturer's website, previous certificates, other sources).
3. Consult with the boat owner to resolve any discrepancies before submitting to the Handicapping Committee for review and handicap designation.
4. Provide liaison between Handicapping Committee and owner during review process.

Handicap Certificate Processor

4.11 The Handicap Certificate Processor shall:

1. Receive Certificate Applications from the local Fleet Handicapper and checks for any changes from previous years. If no changes are noted, a current year Certificate is issued.
2. Forward Certificate Applications with changes from the previous year to the Handicapping Committee with the notes from the Fleet Handicapper.
3. Forward new boat Certificate Applications to the Handicapping Committee with the notes from the Fleet Handicapper.
4. Issue the Certificate for the sailing year once the Handicap Committee has determined the boat's handicap.
5. Maintain a history on Certificate Applications so that if there is a challenge in the future, there is documentation recording the action and justification.