

# SEAS Morris Chapter

## Duties and Responsibilities of **Chartering Committee chairperson**

### Duties and Responsibilities:

- Investigate Chartering companies and procure boats for chartering
- Plan yearly cruising schedule coordinating with other chapters
- Publicize cruising schedule and individual cruises
- Appoint Cruise Coordinator for each cruise. Cruise Coordinators responsibilities:
  - Organize and coordinate the cruise
  - Plan cruise costs, receive payments and pass to treasurer, make payments to Chartering Co.
  - Accept reservations and make boat assignments ensuring balanced crew capabilities
  - Procure qualified skippers and first mates
  - Prepare cruise report following the cruise
    - ◆ Account of expenditures, incomes, damage deposits, and refunds
    - ◆ Summary report of cruise including itinerary, crew assignments and success of cruise
    - ◆ Damage reports, if any
    - ◆ Report on the Chartering company and location

### Skills Needed:

- Sailing skills: Knowledge of chartering concepts and familiarity with large boats
- Scheduling and planning skills
- Familiarity with basic bookkeeping, auditing and Generally Accepted Accounting Principles

### Chairperson:

- Appointed by the Commodore
- Assists Treasurer with Cruising checking account