

THISTLE CLASS ASSOCIATION

Thistle Class Association Fleet Secretary Job Description

Fleet Secretaries have one of the most important jobs within the Thistle Class Association. *Fleet Secretaries hold the class together. They are responsible for two of most important functions in the class: dues collections and vote gathering.*

Dues Collection

Approximately 75% of TCA members come from fleets. It's where we get our most active members and a large portion of our income.

In November each fleet secretary receives a report listing everyone in the database affiliated the fleet including: contact information, last year dues paid, family names, as well as the name of the fleet, officers, etc. *Fleets are responsible for updating the report and collecting the dues.*

Fleets should schedule annual meetings in November, December or January. The fun factor increase when the emphasis is on "party" rather than on "meeting." Fleet meetings are open as to how they work--food and drink and a Saturday night generally tends to be a big draw. A secretary of one of the largest fleets in the country once said, *"We give them something to drink, we give them something to eat, and then we hit them up for dues!"*

The TCA is a friendly class and we like to keep in touch with the members. A fleet party keeps the fleet taking and interested in sailing. Secondly, it is much more cost effective to have sending invoices to each and every member.

Inevitably there will be one or two people who miss the party or forget their checkbook. Send in the report without them and then follow up with the stragglers. Email them, call them, write them, and send them a bill. Let them know you *really, really* miss them. Tell them you'll stop when they show you the money.

The dues deadline is January 31 and delinquent after February 15. Please make every effort to return fleet reports and dues on time. MidWinters are around the corner and late renewals mean sailors are missing *Bagpipes* and the Green Book. It is expensive to send renewal letters from the National secretary's office. Postage accounts for 10-12% of our budget and most of that comes from sending renewal notices.

Fleet Voting

All proposed amendments to the constitution are published in the Bagpipe prior to the annual meeting at Nationals. The second major duty of the fleet secretary is to obtain fleet votes for proposed amendments. Proxy statements are sent via email to the fleet secretaries. Each fleet has as many votes as it has registered and dues paid members. Again it's important to have a meeting and vote on the amendments.

Often a spark plug builds the fleet; the secretary is the person who maintains it. *Thanks you all your hard work this year!*

Patty Lawrence