

New Hamburg Yacht Club Work Hour Policy

The primary committees of the club are: Bar, Cleaning, House, Docks, Grounds, Social and Special Projects.

1. Each regular member and or their spouse is required per the BHYC By-Laws to contribute and record 30 hours of work for each calendar year. Failure to do so will be subject to an assessment of \$25 for every hour deficient.
2. Each regular member must be assigned to a "Home Committee". This is the member's main committee. Members should fulfill the majority of their hours to their assigned committee. If you feel there will be an issue with your **HOME** committee for any reason, speak with the vice commodore. However, hours can be completed on any committee if a request comes from another committee chair.
3. Every committee is headed by a Committee Chair. Members must be in regular contact with their respective Committee Chair.
4. It is the responsibility of each regular member/spouse to contribute his/her work hours and record the amount of those hours accordingly.
5. Each member will have a personal hour's work card that they will use as their own record. There is a spot for the initials/signature of the Committee Chair. This is the members own record that will record the work hours that are contributed.
6. Hours will be recorded by the club in one of two ways.
 - A) If you are performing your hours **with your committee chair present**, the committee chair will have a sign in sheet. It is the member's responsibility to sign that sheet as well as their own card. There is **NO** need to report your hours on the website if you are working with your Committee Chair.
 - B) If you complete your hours and **are not with your committee chair**, you must go to the "***Members Hours Worked Form***" under the ***Members Only*** section of the Club website. This report will be sent to your committee chair and then you can also record it on your Work Hours Card for your records. The club Secretary will generate a monthly report that will be given to the Committee Chairs.
 1. To electronically enter your work Hours – click on the link below:
 2. <http://nhyc1869.com/member-work-hours.html>
7. If a regular member has a particular skill, job or completes a special assignment, and is on the Special Assignment/Projects List they will **not** need to complete an hour's card. Please check the roster or contact the Vice Commodore if you are not sure if you fall under this category.
8. All committee chairs will review their respective work hours log monthly with the assistance of the secretary. The form will show the amount of hours work and chairs will make the appropriate approvals of hours entered for credit.
9. Only work hours approved and signed off by the committee chairs will be considered in fulfilling the 30 hour requirement.
10. Transfer to another committee: A formal letter has to be written to the Vice commodore and if approved, the member's committee position will be updated in the club directory.