

## HHSRC BOD Description of Duties and Responsibilities 2022/2023

Submit your interest in filling a BOD position here: <https://bit.ly/HHSRC2223BV>

President*	<ul style="list-style-type: none"> <li>● Oversees all club activities and administrative details, routinely problem-solving BOD &amp; Club as necessary</li> <li>● Provides leadership and acts as lead spokesperson and representative of the Club</li> <li>● Calls and conducts board meetings; Provides support/guidance to BOD members on their roles, delegates responsibilities and follows-up to ensure assigned tasks have been carried out</li> <li>● Supervises coaching staff, communicates and handles contract matters with the head coach</li> <li>● Authorized to sign checks</li> <li>● Facilitates final decision-making process with BOD members</li> <li>● *Executive Committee member</li> </ul>
Recruiting & Marketing Manager	<ul style="list-style-type: none"> <li>● Books/manages and communicates hotel reservations for rowers/coaches/others, meal coordination as necessary for overnight travel and oversees the carpool arrangements as needed</li> <li>● Rents tents at away regattas where appropriate such as Nathan Benderson, and Nationals Regattas</li> <li>● Coordinates with Hospitality Coordinator to ensure food/water arrangements</li> <li>● Coordinates with Membership on Waiver Compliance</li> <li>● Coordinates with Coach on the regatta schedule and keeps BOD apprised of any pertinent deadlines</li> </ul>
Membership & Scholarship Coordinator	<ul style="list-style-type: none"> <li>● Oversees member online registration and payment process</li> <li>● Collects and maintains membership records/payments/forms/waivers and releases information on rowers and parents</li> <li>● Oversees SafeSport renewals for the club, BOD members, coaches, and rowers.</li> <li>● Maintains the established crew roster and emergency contacts</li> <li>● Updates/verifies parent volunteer hours if relevant</li> </ul>
Fundraising Chair	<ul style="list-style-type: none"> <li>● Determines fundraising needs with BOD</li> <li>● Regularly brings fundraising ideas to the BOD, solicits them from other parents, and coordinates events with BOD.</li> <li>● Manages and recruits fundraising committee volunteers</li> <li>● Provides fundraising reports after each event</li> <li>● Communicates fundraising goals, expectations, and plans to parents and makes flyers and social media postings to promote specific fundraisers</li> <li>● Works closely with the treasurer to obtain tax receipts for donors</li> <li>● Records receipts for items used for fundraising to upload to Google Drive and alerts treasurer for reimbursement if needed</li> </ul>
Apparel & Uniform Coordinator	<ul style="list-style-type: none"> <li>● Point of contact for uni orders at the start of the season; responsible for getting information to communications director to send out and for distributing unis once they arrive</li> <li>● Research best apparel supplier options (e.g., fundraiser, local company) and arranges fall and spring flash sales and shirts for learn-to-row camps</li> </ul>