

2022-2023 HHSRC BOD

Description of duties:

PRESIDENT*	<ul style="list-style-type: none">● Time Commitment: Continuous and High. Applicant must be responsive and dedicate time when required.● Oversees all club activities and administrative details, routinely problem-solving BOD & Club as necessary.● Provides leadership and acts as lead spokesperson and representative of the Club.● 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.● Supervises coaching staff, communicates and handles contract matters with the head coach.● Authorized to sign checks.● Facilitates final decision-making process with BOD members.
VICE PRESIDENT*	<ul style="list-style-type: none">● Time Commitment: Continuous and High. Applicant must be responsive and dedicate time when required.● Backup/assists/fills in for the president as needed.● Assists president in coaching staff liaison.● Works closely with all non-executive committee board members to ensure duties are completed.● Oversee Season Planning Calendar of required club activities, obligations and deadlines, for ensuring items are completed on time, in compliance with deadlines and for communicating/reporting on these items to the BOD at each BOD meeting or in the interim as necessary.● Authorized to sign checks.● Responsible for supporting and overseeing social events (non-regatta, non-fundraising related).
TREASURER *	<ul style="list-style-type: none">● Time Commitment: Continuous and High during race seasons and fundraisers.● Manages all fiscal matters, financial records and Club bank accounts.● Disperses funds related to Club activity including paying coaches and all bills Collects and disperses funds related to Club activity including depositing checks, paying bills, payroll etc.● Manages entries in QuickBooks.● Prepares or arranges prep for tax returns, manages tax issues, reviews/updates SunBiz .● Gets help from bookkeeper on filing Federal Taxes (990-EZ).● Prepares monthly Treasurer's Report and annual Budget Report.● Maintains 501c exempt status; Dept. of Agriculture status to solicit funds. Maintains insurance policies.● Arranges for audit of books at request of BOD.● Authorized to sign checks.● Tracking/collecting club dues and other fees and updating member payment records including sending payment deadline reminders and billing for delinquent fees.● Following up on late dues/fees.● Manages relationship with the club's bank (First Citrus Bank).● Collects club mail from Post Office Box.
RECORDING SECRETARY*	<ul style="list-style-type: none">● Time Commitment: Moderate. Applicant must be dedicated to the task and agree to attend all BOD meetings.● Maintains/distributes minutes of board meetings.● Manages Club records and documents.

	<ul style="list-style-type: none"> ● Facilitates nomination process, BOD elections and new Board Transition. ● Solicits agenda items from BOD and prepares monthly meeting agenda. ● Sends notices of board meetings.
COMMUNICATIONS SECRETARY*	<ul style="list-style-type: none"> ● Time Commitment: Continuous and high. Applicant must be responsive and dedicate time when required. ● Communicates notices, schedules and all other club information with prior approval from the President, social media. ● Updates TeamSnap Events calendar and Google Calendar. ● Monitors club email account and forwards to appropriate parties. ● Writes thank you notes, letters and other correspondence as directed by board members. ● Handles questions from families or redirects them to the appropriate board member.
BOAT MAINTENANCE MANAGER	<ul style="list-style-type: none"> ● Time Commitment: Continuous and High. ● In coordination with the head coach, maintains boats, equipment, tools, boathouse area. ● Transports or coordinates transport of boats, trailer and equipment and oversees their use. ● Repairs or coordinates repairs for boats, trailer and equipment as needed, sets up boathouse maintenance work days. ● Works with the Treasurer to ensure equipment, trailers and boats are registered and insured as appropriate. ● Coordinates with the BOD on buying and selling and renting or use of boats and equipment. ● In coordination with the head coach, assesses current and future boat and equipment needs and creates a wish list of equipment and tool items.
RECRUITING/MARKETING MANAGER	<ul style="list-style-type: none"> ● Time Commitment: Moderate. Applicant will be recruiting year round. ● Coordinates marketing messages and promotes all programs including High School, Middle School and Learn to Row Summer camps with prior approval of the head coach and BOD. ● Coordinates with Membership management on new rower recruiting lists from middle school and learn to row programs and follows up with participants to join HHS Crew. ● Manages digital flyer campaigns. ● Coordinates Club representation at recruiting events including IB Orientation, YMCA team building event, HHS summer boot camps, and other HHS recruiting events at middle schools throughout the school year.
REGATTA MANAGER	<ul style="list-style-type: none"> ● Time Commitment: High. ● Books/manages and communicates hotel reservations for rowers/coaches/others, meal coordination as necessary for overnight travel and oversees the carpool arrangements as needed. ● Rents tents at away regattas where appropriate such as Nathan Benderson, and Nationals Regattas. ● Coordinates with Hospitality Coordinator to ensure food/water arrangements. ● Coordinates with Membership on Waiver Compliance. ● Coordinates with Coach on the regatta schedule and keeps BOD apprised of any pertinent deadlines.
MEMBERSHIP/SCHOLARSHIP COORDINATOR	<ul style="list-style-type: none"> ● Time Commitment: Moderate. ● Oversees member online registration and payment process. ● Collects and maintains membership records/payments/forms/waivers and releases information on rowers and parents. ● Oversees SafeSport renewals for the club, BOD members, coaches, and

	<p>rowers.</p> <ul style="list-style-type: none"> ● Maintains the established crew roster and emergency contacts. ● Updates/verifies parent volunteer hours if relevant.
FUNDRAISING CHAIR	<ul style="list-style-type: none"> ● Time Commitment: Moderate to high, depending on fundraising effort ● Determines fundraising needs with BOD. ● Regularly brings fundraising ideas to the BOD, solicits them from other parents, and coordinates events with BOD. ● Manages and recruits fundraising committee volunteers. ● Provides fundraising reports after each event. ● Communicates fundraising goals, expectations and plans to parents and makes flyers and social media postings to promote specific fundraisers. ● Works closely with the treasurer to obtain tax receipts for donors. ● Records receipts for items used for fundraising to upload to Google Drive and alerts the treasurer for reimbursement if needed.
HOSPITALITY CHAIR	<ul style="list-style-type: none"> ● Time Commitment: Continuous and High during race seasons. ● Trains and oversees hospitality committee volunteers. ● Coordinates with coaches ahead of each regatta for menu ideas and approval. ● Manages Sign-Up Genius for regattas. ● Onboards & organizes HHSRC rowing parent volunteers for set up, food prep, clean up and break down for each event. ● Manages/maintains hospitality trailer: restocking of supplies, washing of linens, washing dirty dishes, tents allowed to dry if wet from regatta. ● Travels to/from regattas with trailer or assigns this duty to appropriate volunteer.
PARENT LIAISON	<ul style="list-style-type: none"> ● Time Commitment: Low ● Serves as point person for parents - with special emphasis on novice and middle school rowers' parents - to field questions, basic info, concerns. ● Supports VP and other volunteers to put together social events, including the novice/new family and other events. ● Introduces themselves as contact for parents, put together comms materials as needed - subject to BOD review and dissemination through comms director or via handout where appropriate. ● Coordinates with the Corresponding Secretary and other BOD members to respond and find answers. ● Reports any parent/rower issues or concerns or requests to consider to BOD. ● Helps create enthusiasm and recruit for potential new volunteers. ● Provides support to the Recording Secretary for Nominations/Elections Sub-Committee.
APPAREL/UNIFORM COORDINATOR	<ul style="list-style-type: none"> ● Time Commitment: Low to Moderate. ● Point of contact for uni orders at the start of the season; responsible for getting information to the Corresponding Secretary to send out and for distributing unis once they arrive. ● Researches best apparel supplier options (e.g., fundraiser, local company) and arranges fall and spring flash sales and shirts for learn-to-row camps.
WEBMASTER/IT ADMINISTRATOR**	<ul style="list-style-type: none"> ● Time Commitment: Continuous and high. Applicant must be responsive and dedicate time when required. ● Updates and maintains established crew website. ● Keeps track of "owners", passwords, usernames, and list of accounts that exists in a central location. ● Ensures recover emails are current and permissions updated. ● Provide support to BOD Members on Technology use.

BOOKKEEPER **	<ul style="list-style-type: none">● Time Commitment: Moderate, dedicate 3-4 hours at the end of the month. Skillset required: QuickBooks ideal and training available.● Manages QuickBooks Online.● Manages QuickBooks Online Chart of Account.● Performs monthly reconciliations on Bank and PayPal accounts.● Provides help to the treasurer if needed on filing Federal Taxes (990-EZ).
---------------	--

*indicates Executive Committee (EC) members

**indicates Ex-officio members (non-voting)

All positions outlined above are voting members with the exception of Ex-officio members (there are additional Ex-officio members that are not part of the election process). Regardless of the number of roles or directorships a member has, they are allotted only one vote.