

## 2023-2024 HHSRC BOARD OF DIRECTORS

### Description of Duties

PRESIDENT*	<ul style="list-style-type: none"><li>• Time Commitment: Continuous and High. Applicant must be responsive and dedicate time when required.</li><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></ul>
VICE PRESIDENT*	<ul style="list-style-type: none"><li>• Time Commitment: Continuous and High. Applicant must be responsive and dedicate time when required.</li><li>• Backup/assists/fills in for the president as needed.</li><li>• Assists president in coaching staff liaison.</li><li>• Works closely with all non-executive committee board members to ensure duties are completed.</li><li>• 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.</li><li>• Authorized to sign checks.</li><li>• Responsible for supporting and overseeing social events (non-regatta, non-fundraising related).</li><li>• Oversee compliance issues for BOD members including background checks and Board of Directors Code of Conduct form completion.</li></ul>
TREASURER *	<ul style="list-style-type: none"><li>• Time Commitment: Continuous and High during race seasons and fundraisers.</li><li>• Manages all fiscal matters, financial records and Club bank accounts.</li><li>• 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.</li><li>• Manages entries in QuickBooks.</li><li>• Prepares 1099's for coaches, manages tax issues, reviews/updates SunBiz.</li><li>• Gets help from bookkeeper on filing Federal Taxes (990-EZ).</li><li>• Prepares monthly Treasurer's Report and annual Budget Report.</li><li>• Maintains 501c exempt status; Dept. of Agriculture status to solicit funds. Maintains all insurance policies.</li><li>• Maintains list of all assets and values (i.e. boats, launches, motors, etc.)</li><li>• Arranges for audit of books at request of BOD.</li><li>• Authorized to sign checks.</li><li>• Tracking/collecting club dues and other fees and updating member payment records including sending payment deadline reminders and billing for delinquent fees.</li><li>• Following up on late dues/fees.</li><li>• Manages relationship with the club's bank (DFCU).</li><li>• Collects club mail from Post Office Box.</li></ul>

RECORDING SECRETARY*	<ul style="list-style-type: none"> <li>• Time Commitment: Moderate. Applicant must be dedicated to the task and agree to attend all BOD meetings.</li> <li>• Maintains/distributes minutes of board meetings.</li> <li>• Manages Club records and documents.</li> <li>• Facilitates nomination process, BOD elections and new Board Transition.</li> <li>• Solicits agenda items from BOD and prepares monthly meeting agenda.</li> <li>• Sends notices of board meetings.</li> </ul>
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COMMUNICATIONS SECRETARY*	<ul style="list-style-type: none"> <li>• Time Commitment: Continuous and high. Applicant must be responsive and dedicate time when required.</li> <li>• Communicates notices, schedules and all other club information with prior approval from the President, social media.</li> <li>• Updates TeamSnap Events calendar and Google Calendar.</li> <li>• Monitors club email account and forwards to appropriate parties.</li> <li>• Writes thank you notes, letters and other correspondence as directed by board members.</li> <li>• Handles questions from families or redirects them to the appropriate board member.</li> </ul>
BOAT MAINTENANCE MANAGER	<ul style="list-style-type: none"> <li>• Time Commitment: Continuous and High.</li> <li>• In coordination with the head coach, maintains boats, equipment, tools, boathouse area.</li> <li>• Transports or coordinates transport of boats, trailer and equipment and oversees their use.</li> <li>• Repairs or coordinates repairs for boats, trailer and equipment as needed, sets up boathouse maintenance work days.</li> <li>• Works with the Treasurer to ensure equipment, trailers and boats are registered and insured as appropriate.</li> <li>• Coordinates with the BOD on buying and selling and renting or use of boats and equipment.</li> <li>• In coordination with the head coach, assesses current and future boat and equipment needs and creates a wish list of equipment and tool items.</li> </ul>
RECRUITING/MARKETING MANAGER	<ul style="list-style-type: none"> <li>• Time Commitment: Moderate. Applicant will be recruiting year round.</li> <li>• Coordinates marketing messages and promotes all programs including High School and Learn to Row Summer camps with prior approval of the head coach and BOD.</li> <li>• 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.</li> <li>• Manages digital flyer campaigns.</li> <li>• Coordinates with school-based club and teacher sponsor.</li> <li>• 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.</li> </ul>
REGATTA MANAGER	<ul style="list-style-type: none"> <li>• Time Commitment: Moderate, intermittent</li> <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> <li>• Obtain upcoming regatta lineup at least 5 days before regatta</li> </ul>

	<ul style="list-style-type: none"> <li>• Send upcoming regatta lineups to corresponding secretary 3 days before event</li> <li>• Record medal count per rower after each regatta</li> </ul>
MEMBERSHIP/ SCHOLARSHIP COORDINATOR	<ul style="list-style-type: none"> <li>• Time Commitment: Moderate.</li> <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>• Coordinate Membership requirements with Communications Secretary</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>• Time Commitment: Moderate to high, depending on fundraising effort</li> <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 the treasurer for reimbursement if needed.</li> </ul>
HOSPITALITY CHAIR	<ul style="list-style-type: none"> <li>• Time Commitment: Continuous and High during race seasons.</li> <li>• Trains and oversees hospitality committee volunteers.</li> <li>• Coordinates with coaches ahead of each regatta for menu ideas and approval.</li> <li>• Manages Sign-Up Genius for regattas.</li> <li>• Onboards &amp; organizes HHSRC rowing parent volunteers for set up, food prep, clean up and break down for each event.</li> <li>• Manages/maintains hospitality trailer:restocking of supplies, washing of linens, washing dirty dishes, tents allowed to dry if wet from regatta.</li> <li>• Travels to/from regattas with trailer or assigns this duty to appropriate volunteer.</li> </ul>
PARENT LIAISON	<ul style="list-style-type: none"> <li>• Time Commitment: Moderate</li> <li>• Serves as point person for parents - with special emphasis on novice rowers' parents - to field questions, basic info, concerns.</li> <li>• Supports VP and other volunteers to put together social and educational events, including the novice/new family picnic, Ergs Don't Float, Dad's Against Crabs and Order of the Kraken meetings, and other events.</li> <li>• 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.</li> <li>• Coordinates with the Corresponding Secretary and other BOD members to respond and find answers.</li> <li>• Reports any parent/rower issues or concerns or requests to consider to BOD.</li> <li>• Helps create enthusiasm and recruit for potential new volunteers.</li> <li>• Provides support to the Recording Secretary for Nominations/Elections Sub-Committee.</li> <li>• Helps organize rower carpools, including identifying parents who can serve as backup drivers.</li> </ul>

APPAREL/UNIFORM COORDINATOR	<ul style="list-style-type: none"> <li>• Time Commitment: Low to Moderate.</li> <li>• Point of contact for uni orders at the start of the season. Coordinates with uni suppliers, provides measurements, orders and distributes unis once they arrive.</li> <li>• Researches best apparel supplier options (e.g., fundraiser, local company)</li> <li>• Chooses apparel items and logos to be used by the club.</li> <li>• Arranges online store, fall and spring flash sales and learn-to-row camp t-shirts.</li> <li>• Responsible for getting information to the Corresponding Secretary to send out.</li> <li>• Coordinates with the treasurer for any club apparel payments.</li> </ul>
WEBMASTER/IT ADMINISTRATOR**	<ul style="list-style-type: none"> <li>• Time Commitment: Continuous and high. Applicant must be responsive and dedicate time when required.</li> <li>• Updates and maintains established crew website.</li> <li>• Keeps track of "owners", passwords, usernames, and list of accounts that exists in a central location.</li> <li>• Ensures recover emails are current and permissions updated.</li> <li>• Provide support to BOD Members on Technology use.</li> </ul>
BOOKKEEPER	<ul style="list-style-type: none"> <li>• Time Commitment: Moderate, dedicate 3-4 hours at the end of the month. Skillset required: QuickBooks ideal and training available.</li> <li>• Manages QuickBooks Online.</li> <li>• Manages QuickBooks Online Chart of Account.</li> <li>• Performs monthly reconciliations on Bank and PayPal accounts.</li> <li>• Provides help to the treasurer if needed on filing Federal Taxes (990-EZ).</li> </ul>

\*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. Ex-officio members may request to be voting members.