

2025-2026 HHSRC BOARD OF DIRECTORS

Description of Duties

PRESIDENT*	<ul style="list-style-type: none">• Time Commitment: Continuous and High. Must be responsive and dedicate time when required.• Oversee 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 all 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 the final decision-making process with BOD members.
VICE PRESIDENT*	<ul style="list-style-type: none">• Time Commitment: Continuous and High. 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.• Responsible for supporting and overseeing social events (non-regatta, non-fundraising related).• Oversee compliance issues for BOD members including background checks and Board of Directors Code of Conduct form completion.• Responsible for SafeSport Trainings and Reporting.
TREASURER *	<ul style="list-style-type: none">• Time Commitment: Continuous and High.• Needs QuickBooks knowledge and skills.• Manage all fiscal matters, financial records, Club bank accounts and banking relationships.• Collects and disperses funds related to Club activity including depositing checks, paying bills, payroll etc.• Manages all entries in QuickBooks.• Prepares 1099's for coaches, manages tax issues, file Federal Taxes (990 or 990-EZ). Coordinate with a CPA if necessary.• Prepares monthly Treasurer's Report and annual Budget Report and arranges for audit of books at the request of BOD.• Maintains 501(c) exempt status and Dept. of Agriculture status to solicit funds. Maintains all insurance policies and updates to SunBiz.• Maintains the list of all assets and values (i.e. boats, launches, motors, etc.).• Authorized to sign checks and have a Club debit card.• Tracking/collecting Club dues and other fees and updating member payment records including sending payment deadline reminders and billing for delinquent fees (and follow-up).• Collect the Club mail from the Post Office Box.

<p>CORRESPONDING SECRETARY*</p>	<ul style="list-style-type: none"> • Time Commitment: Continuous and High. Must be responsive and dedicate time when required. • Communicates notices, schedules, and all other Club information with prior approval from the President. • Maintain HHS Rowing clubs' social media accounts, Remind, TeamSnap messages and alerts, and Google Voice messages. • Updates the TeamSnap 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.
<p>RECORDING SECRETARY*</p>	<ul style="list-style-type: none"> • Time Commitment: Moderate. Must be dedicated to the task and agree to attend all BOD meetings. • Maintains/distributes agendas and minutes of all board meetings. • Manages Club records and documents. • 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. • Facilitates Board member nomination process, BOD elections and new Board Transition. • Solicits agenda items from BOD and prepares monthly meeting agenda. • Sends notices of board meetings. • Knowledge of a parliamentary procedure such as Robert's Rules of Order is helpful but not necessary

* Executive Committee Members (EC).

<p>APPAREL / UNIFORMS</p>	<ul style="list-style-type: none"> • Time Commitment: Low to Moderate. • Point of contact for all uniform orders at the start of the season. Coordinates with the uniform suppliers, provides measurements, orders and distributes uniforms once they arrive. • Research best apparel supplier options (e.g., fundraiser, local company). • Chooses apparel items and logos to be used by the Club. • Arranges online store, fall and spring flash sales and learn-to-row camp t-shirts. • Responsible for getting information to the Corresponding Secretary to send out regarding apparel and uniforms. • Coordinates with the treasurer for any Club apparel payments.
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BOAT MANAGEMENT	<ul style="list-style-type: none"> • Time Commitment: Continuous and High. • In coordination with the head coach, maintain boats, equipment, tools, and any Club items in the boathouse area. • Transport or coordinates the transport of boats, trailers and equipment. • Repairs or coordinates repairs for boats, trailers and equipment as needed, sets up boathouse maintenance workdays. • Works with the Treasurer to ensure equipment, trailers and boats are registered and insured. • Coordinates with the BOD on the buying, selling and renting boats and equipment. • Has Club debit card and is required to provide detailed receipts for any purchases. • In coordination with the head coach, assess current and future boat and equipment needs and creates a wish list of equipment and tool items.
BOOKKEEPER	<ul style="list-style-type: none"> • Time Commitment: Low to Moderate. • Needs QuickBooks knowledge and skills. • Manages QuickBooks Online monthly reconciliation. • Manages QuickBooks Online Chart of Accounts. • Authorized to sign checks. • Provides help to the treasurer if needed on any of the treasurer's duties.
FUNDRAISING CHAIR	<ul style="list-style-type: none"> • Time Commitment: Moderate to High, depending on fundraising efforts. • Determines fundraising needs with BOD. • Regularly brings fundraising ideas to the BOD, solicits them from other parents, and coordinates events with BOD. • Manage 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. • Submits detailed receipts for reimbursement of any expenses incurred for a fundraising event.
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. • Onboards & organizes HHSRC rowing parent volunteers for set up, food prep, clean up and break down for each event. • Manages/maintains hospitality trailer. This includes restocking of supplies, washing of linens, washing dirty dishes, cleaning of tents and tarps. • Travels to/from regattas with trailer or assigns this duty to an appropriate volunteer.

MEMBERSHIP & SCHOLARSHIPS	<ul style="list-style-type: none"> • Time Commitment: Moderate. • Oversees member online registration and documentation. • Collects and maintains membership records/forms/waivers and releases for rowers and parents. • Oversees SafeSport renewals for the Club, BOD members, coaches, and rowers. • Coordinate Membership requirements with the Corresponding Secretary. • Maintains the established crew roster and emergency contacts. • Updates/verifies parent volunteer hours if relevant.
PARENT LIAISON	<ul style="list-style-type: none"> • Time Commitment: Moderate • Serves as point person for parents - with special emphasis on novice rowers' parents - to field questions, basic info, concerns. • Supports VP and other volunteers to put together social and educational events, including the novice/new family picnic, Dad's Against Crabs and Order of the Kraken meetings, and other events. • Introduces themselves as contact for parents, creates communications and coordinates for review and publication as needed. • Coordinates with the Corresponding Secretary and other BOD members to respond and find answers. • Help create enthusiasm and recruit potential new volunteers. • Help organize rower carpools, including identifying parents who can serve as backup drivers.
RECRUITING & MARKETING	<ul style="list-style-type: none"> • Time Commitment: Moderate. Must be willing to recruit new rowers year-round. • Coordinates marketing messages and promotes all programs including 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 with school-based club and teacher sponsor. • Coordinates Club representation at recruiting events including IB Orientation, IB Freshmen Team Building event, HHS summer boot camps, and other HHS recruiting events at middle schools throughout the school year.
REGATTA MANAGEMENT	<ul style="list-style-type: none"> • Time Commitment: Continuous and High during race season. • Attends all regattas to manage events. • Acts as the primary interface / point-of-contact for regatta organizers. • Works very closely with hospitality teams to execute events. • Coordinates with coaching staff to communicate regatta lineup and results. • Coordinates with other board members on all matters regarding regattas, eligibility, and event execution. • Manages all contracts and reservations for travel events, including team hotel reservations, transportation contracts, and tent rentals. • Manages Sign-Up Genius for regattas.

WEBMASTER / IT ADMINISTRATOR	<ul style="list-style-type: none"> • Time Commitment: Continuous and High. Must be responsive and dedicate time when required. • Updates and maintains the HHS Rowing Club website. The Board's Slack account and create PayPal buttons when needed. • Maintains lists of "owners", passwords, usernames, and list of accounts in a central location. • Maintains HHS Rowing Club's Google Drive. • Maintains HHS Rowing Club's TeamSnap Account when required. • Maintains HHS Rowing Club's Flash Sale webstore. • Ensure the recovery emails are current and permissions updated. • Maintain the Club's Google Business Profile and GoDaddy Account. • Provide support to BOD Members on Technology use.
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All positions outlined above are voting members with the exception of Ex Officio members. The Ex Officio, non-voting members of the Board are:

- Student Rower (*A representative of the student rowers, chosen by the rowers*)
- Head Coach
- Hillsborough High School Coordinator (*An HHS teacher sponsoring and representing the club at HHS*)
- Immediate Past President