

**President –** \_\_\_\_\_

- Disciplinary Committee – review violations and suggest appropriate discipline
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Volunteer coordinator – review registration information and slot people into jobs, help fill needs for Brighton Burn, Cash Raffle and Spring Thaw
  - \_\_\_\_\_
- Website
  - \_\_\_\_\_

**Secretary –**

- Recruitment Committee (oversee recruitment, forms and media)
  - Chair - \_\_\_\_\_
  - Brighton School – \_\_\_\_\_
  - Other Schools – \_\_\_\_\_
  - Camps, Summer programs, swim tests – \_\_\_\_\_
  - Publicity/Historian – write regatta articles, submit information to the media, and document season - \_\_\_\_\_

**Fundraising and Development –** \_\_\_\_\_

- **Uniform/Fan Gear** – order uniforms and Gore-Tex and monitor/improve Fan Gear website and its offerings
  - \_\_\_\_\_
  - \_\_\_\_\_
- **Cash Raffle Committee** – oversee the Cash Raffle (February)
  - Chair – \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- **Brighton Burn Chair** – oversee the Brighton Burn
  - \_\_\_\_\_
- **Seasonal Fundraising Chair**– suggests fundraising idea for each season. Plan and execute the fundraiser -
  - \_\_\_\_\_
  - \_\_\_\_\_

**Dir. of Programs –**

- **Registration** – handle season registration and distribute various information to the appropriate committees
  - \_\_\_\_\_
- **Regatta Registration** – register the team for each regatta
  - \_\_\_\_\_
- **Spring Thaw Chair** - oversee the scrimmage (April/May)
  - \_\_\_\_\_

**Dir of Regatta Operations –**

- **Transportation Chair** – oversee the Transportation Committee \_\_\_\_\_
  - Bus/van/cars – locate necessary transportation for away trips
    - \_\_\_\_\_
  - Hotels – locate hotels for away trips, hold block rooms for parents and prepare room assignments
    - \_\_\_\_\_

- Chaperones – assign chaperones (from volunteer list) when chaperones are needed and prepare phone list for away trips
  - \_\_\_\_\_
- Trailer driver and vehicle – arrange for vehicle and driver of the boat trailer
  - \_\_\_\_\_
- Collect regatta fees – collect fees for each regatta
  - \_\_\_\_\_
- Directions – prepare directions to each regatta. Post on the website and give to chaperones, trailer driver and bus/van driver(s)
- **Food Chair** – Oversee Regatta Food - \_\_\_\_\_
  - Purchase food – purchase food for each regatta, based on a previous determined shopping list
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Inventory containers and refill – inventory food bins after each regatta and restock
    - \_\_\_\_\_
  - Parent food donations – contact parents for food donations
    - \_\_\_\_\_
  - Pack bins and arrange transportation – pack perishable food in the food bins and coolers and arrange for transportation of these to each regatta
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Organize tent workers – organize parent workers under the food tents
    - \_\_\_\_\_
  - Equipment Clean-up Committee - supervise and assist in clean up at the boathouse (coolers, dishes, stove/grill and tents)
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
- **Party Planning Committee** – organize crew parties and social events
  - \_\_\_\_\_
  - \_\_\_\_\_

**Boat House Operations** – Over see boathouse operations and safety - \_\_\_\_\_

- **Equipment Chair** –oversee the boathouse and equipment - \_\_\_\_\_
  - Gas and oil – determine when gas is needed, purchase and mix gas and oil
    - \_\_\_\_\_
  - Erg maintenance and moving – maintain and clean ergs and move as needed
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Equipment Repairs – determine when repairs are needed to boats, ergs, engines, etc and perform repairs or send out for repair
    - \_\_\_\_\_
    - \_\_\_\_\_
- **Safety Chair** – oversee ALL aspects of safety
  - Safety Inspector - inspect, repair and replace safety items
    - \_\_\_\_\_
  - Medical Book – organize medical forms, etc for Emergency book
    - \_\_\_\_\_
  - Land Parent/Launch Driver Coordination –organize and fill slots for the season
    - \_\_\_\_\_