

**Director Regatta Logistics – \_\_\_\_\_ (transitioning assistance from Carol Graves)**

- Locate necessary transportation for away trips in buses, van, or cars. Locate hotels for away trips. Hold block rooms for parents and prepare room assignments. Assign chaperones (from volunteer list) when chaperones are needed and prepare phone lists for away trips. Prepare directions to each regatta. Post directions on the website and give to chaperones, trailer driver, and bus/van driver(s). Communicate by email with parents and rowers about anything pertinent needing attention such as regatta fee due dates, transportation details, and directions to regattas. Oversee the Regatta Registration, Regatta Fee Collection, as well as the Food Committee.
  - **Regatta Registration - Sue Williams**
    - Ensure all online waivers are completed and paper waivers are brought to regattas. Send out an email to the coaches alerting them to the registration deadlines. Check that registration is completed and paid for before the deadline. Send a list of registered rowers to Director of Communication so he/she knows who needs to submit a regatta fee.
  - **Regatta Fees Collection - Robin Gardy**
    - Collect regatta fees and deposit in BRC’s Chase account. Communicate with Regatta Logistics Director and Treasurer the status of rowers’ payments.
  - **Food Chairs – Jenifer Colby & Sarah Nemetz**
    - Plan menus for regattas (breakfast, lunch, snacks, and beverages) and determine whether menu items will be purchased, donated by parents, or made by volunteer cooks. Determine shopping list for each regatta. Monitor cooking/serving equipment throughout season. Oversee committee of parent volunteers purchasing food, packing food, selecting tent sites, putting up and taking down tents, scheduling tent workers, and cleaning-up food related gear post-regattas.
      - Parent food donations – contact parents for food donations
      - **Sarah Nemetz**
      - Purchase food for each regatta, based on a previously determined shopping list. This includes bagels for local regattas and coffee when possible. Pack perishable food in the food bins and coolers and arrange for transportation of these to each regatta. Fill water jugs and bring to trailer or regatta site.
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      - Inventory containers and refill food bins after each regatta and restock
      - **Sarah Nemetz**
      - Schedule parent workers under the BRC hospitality tents, including tent site selection, tent set-up, and pack-up.
      - \_\_\_\_\_
      - Equipment Clean-up Committee - supervise and assist in clean up at the boathouse (coolers, dishes, and stove/grill)
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      - Tent Caretaker – dry and maintain tents between regattas
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**Club Secretary – \_\_\_\_\_ (transitioning assistance from Sarah Fitts-Romig)**

Convene BRC Board meetings, set agenda, write minutes and distribute. Maintain collection of past minutes in three ring binder for easy reference.

**Director of Communication- Sarah Fitts-Romig**

Publicize BRC programs at the BCSD schools, area private schools, neighboring districts, as well as in the local media. Schedule and lead informational meetings for new prospects and their parents. Keep the website

up to date and relevant by updating club documents and other information. Communicate club news to all members by email. Assist Historian in compilation of race results for publication in the Brighton Pittsford Post and D&C. Oversee the Historian, Recruitment Committee, Webmaster, Party Committee, and the Parent Volunteer Coordinator.

- **Historian - Colleen Kaiser and Sarah Fitts-Romig**
  - Write regatta articles, submit information to the media, and document season by clipping BRC articles and archiving them.
- **Recruitment Chairperson - Karen Morgan**
  - Design fliers, and brochures to promote registration for both sweep rowing, summer camps, and modified sculling for the Brighton Schools, Catholic Schools, neighboring districts, and general public.
  - Publicity – Sarah Fitts-Romig
    - Write articles publicizing BRC programs with start dates and contact information for publication in local media.
- **Webmaster- Irene Allen**
  - Update website each season with new information provided by various BRC Board members. List regatta dates and establish active links. Update photos seasonally. Help develop website into a more dynamic resource for club members.
- **Party Coordinator - \_\_\_\_\_**
  - Organize crew parties and social events. Secure a location and ask the Treasurer to send the liability insurance coverage to the appropriate person. Arrive early to set-up. Solicit volunteers for clean-up.
  - \_\_\_\_\_
- **Parent Volunteer Coordinator - \_\_\_\_\_**
  - Contact each BRC family and slot people into regatta jobs, land parents, launch drivers, and other volunteer needs such as the Cash Raffle, and Spring Thaw.

**Director of Fundraising and Development – Beth Sterman**

Suggest fundraising ideas for each season. Plan and execute the fundraiser. Assist with the Cash Raffle coordination.

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- **Cash Raffle Committee Chairs - Beth O’Neil and Dan Bower**

**Director of Uniforms/Fan Gear – Maggie Smith and Peter Orlando**

Order uniforms and promote sale of Gore-Tex jackets to interested club members. Maintain collection of used uniforms and continue to solicit items from graduates. Communicate with registrar about which rowers need uniforms and contact those families with instructions on how to order.

**Director of Programming/Club Spokesperson – Tim Giarrusso**

- Official spokesperson for the club. Hire coaches and monitor their job performance. Meet with coaches to resolve problems with shared equipment usage. Oversee BRC sponsored regattas. Chair the disciplinary committee and respond to issues as they arise. Monitor work of the BRC Registrar, the Disciplinary Committee, and the Swim Test Coordinator.
  - **Registrar – David Kaiser (transition assistance from Jeff Fitts)**
    - Handle season registration and distribute needed information to the appropriate committees. Assist parents with registration process as needed. Maintain email lists of parents and rowers. Maintain the password protected club roster. Post instructions for registering on the BRC website. Record payments received and forward checks to Club Treasurer. Submit current club roster to US Rowing at policy renewal. Update Regatta

Central site each season with program descriptions and cost. Interface with RegattaCentral.com concerning problems with the website. Keep track of payments from families with non-standard payment plans as well as rowers with scholarships who are required to fundraise 25% of their grant. Support the Swim Test Coordinator by providing names of new novice and modified scullers needing testing.

- **Swim Tests - Mary Schwid**
  - Make arrangements with Brighton Recreation’s Aquatic Director to administer swim tests at the BHS pool and submit signed verification documents to the club Registrar.
- **Disciplinary Committee Chair – Tim Giarrusso**
  - Review violations. Meet with rowers and parents to assure that all sides have been heard. Determine appropriate discipline. Communicate outcome to rower, parents, and coach.
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**Director of Boat House Operations and Safety – Joe Rayter**

Determine when repairs are needed to boats, ergs, engines, etc and perform repairs or send out for repair. Maintain club tow vehicle and trailer. Pull trailer to away regattas or arrange for an alternate driver. Determine when gas is needed. Purchase and mix gas and oil. Maintain and clean ergs and move as needed. Oversee Safety Chairperson.

- **Safety Chairperson - Michael Pollock**
  - Oversee all aspects of safety. Make sure launches have required equipment. Insure compliance with GWC safety guidelines. Coordinate with other GWC tenants on collective safety concerns. Assess Land Parent coverage and make sure expectations are clearly understood by parent volunteers. Inspect, repair and replace safety items. Organize medical forms, etc for Emergency Book

**Director of Finance - Sue Williams**

Oversee finances of the club, present monthly reports to the Board, evaluate requests for scholarships and payment plans, negotiate boat loans, review insurance policies and leases annually, work closely with BRC’s accountant, manage payroll and tax related mailings to employees, determine seasonal budgets, determine the season cost per participant, evaluate asset acquisition proposals and acquire equipment as funds allow, submit website updates to the Webmaster. Work with Registrar on status of rowers’ accounts and make sure that all accounts are paid in full at the end of each season. Send invoices if necessary. Work with Fundraising Director to determine which rowers have completed their fundraising obligation. Send out invoices to families that owe money for fundraising.