

CRC OFFICER DUTIES

▪ **President**

- Club oversight – administration, communications, obligations/requirements, meetings
- Board of Directors administration – communicate issues and concerns, organize and facilitate meetings, summarize and disseminate resolutions
- General contact for other rowing clubs and community at-large
- Presentations as requested representing the Club
- USRowing Association general liaison – organizational membership/liability, Club requirements
- OSU liaison for coordination, assistance, or communications related to crew and facilities issues
- Coaching solicitation and contract management for CRC
- Quarterly fee assessments – for OSU and CRC members (coordinate with Membership & Treasurer)
- Regatta fee calculations (coordinated with VP & Treasurer)
- Oversight of Club documents and Web content (coordinate with Web Master)
- Organize summer rowing camps with OSU or other coaches
- Assist with coordination of CRC invitational regattas
- Assist as needed for any CRC events: classes, learn-to-row day, dedications, parties
- Annual requirements: Club LLC renewal with State of Oregon, equipment insurance update and renewal, Oregon Aquatic Invasive Species permits, website domain renewal.
- Computer requirements: Excel, Word, PDF, PowerPoint

▪ **Vice President (Regatta Manager – coordinating with Club Captains)**

- Regatta sign-ups & deadline oversight
- General contact for RegattaCentral communications and requirements
- Submit and monitor Club entries, boatings, and line-ups
- Handle the complex logistics of event categories, entries, limitations, and changes
- Club registration and regatta fee payments
- Coordination of coxswains, equipment, overall logistics, and trailering requirements
- Computer requirements: Excel, Word, PDF

▪ **Treasurer**

- Overall budget, bank, and financial administration
- Communicate and collect Club member fees (quarterly fees, regatta fees), coordinate with Membership Manager for annual dues, handle all other income (classes, equipment sales, etc).
- Payment and reimbursement management:
 - USRowing Club membership & insurance (liability and equipment)
 - Regatta expense reimbursements (fees, coxswains, trailering, OSU, etc)
 - Quarterly payments to OSU
 - Coaching fees
 - Equipment purchases (coordinate with Equipment Manager)
- Annual tax filings & non-profit eligibility status maintenance
- Oversight of required IRS & State documents
- Computer requirements: Excel, Word, PDF, financial & tax procedures

▪ **Membership Manager**

- Annual club membership renewals and collection of dues (forward to Treasurer).
- Maintain and validate Club membership database, and coordinate any needed changes to the Club email list (with List Facilitator)
- Collect waivers of liability (both CRC forms and USRowing requirements)
- Liaison for potential new memberships (novice class participants, experienced rowers joining CRC, guest rowers, new coxswains/coaches)
- Create, post, and maintain sign-in sheets for water practices
- Manage CRC uniform ordering and distribution
- Computer requirements: Excel, Word, PDF

- **Equipment Manager**
 - All equipment oversight – repairs, replacements, parts acquisition, and trailer upkeep
 - New equipment research, acquisition, and transportation logistics
 - Liaison with equipment manufacturers and dealers
 - General contact regarding equipment for the rowing community at-large
 - Regatta equipment transportation liaison
 - Computer requirements: Excel, Word, PDF

- **Past President**

Advisor and general consultant to the President, the Board of Directors, and the Club as a whole – offers advice, continuity, experience, and historical perspective.

Other Club Leadership & Management Positions

- **Coach**
 - Overall leadership for improving Club fitness, rowing technique, and practices
 - Drive launch and ensure overall crew safety on the water
 - Create practice plans (water and ergs), then run the practices
 - Set practice boatings and lineups
 - Advise captains regarding regatta boatings and lineups
 - Offer novice class evaluations

- **Men's and Women's Team Captains**
 - Coordinate with VP for regatta entries, boatings, and line-ups
 - Coordinate with Novice Class Instructor for class observations and evaluations
 - Liaison with CRC coach for special lineups and novice integration issues
 - Assist CRC coach regarding skills assessment for potential new members
 - Run practices when coaches are not available

- **Novice Class Instructor**
 - Class contact, advertisement, and enrollment facilitator
 - Participant registration management, including waivers and swim test requirements
 - Plan class organization, lessons, instruction, and lineups
 - Oversees all class questions and concerns
 - OSU coordination regarding launches, facilities, times, etc.

- **Web Master**
 - Web design and content update
 - Coordinate with web hosting company
 - Domain name and space maintenance

- **Email List Facilitator**
 - Maintain and update Club email list
 - Coordinate with email list hosting site
 - Assist with problems that occasionally arise