



ORGANIZATION STRUCTURE/FUNCTION

(Effective December 2019)

Board of Directors

**Strategic Direction/Guidance
Administration**

**Director of Rowing Ops/
Staff**

**Day to Day Operations/Training
Facilities & Boat Management
Events, Profit and Loss Tracking**

**Executive Committee
(Pres./VP/Tr./DRO)**

**Special Projects (e.g., Boat House)
Fundraising (Sponsorships, Donations,
Foundation Grants)**

HR Issues

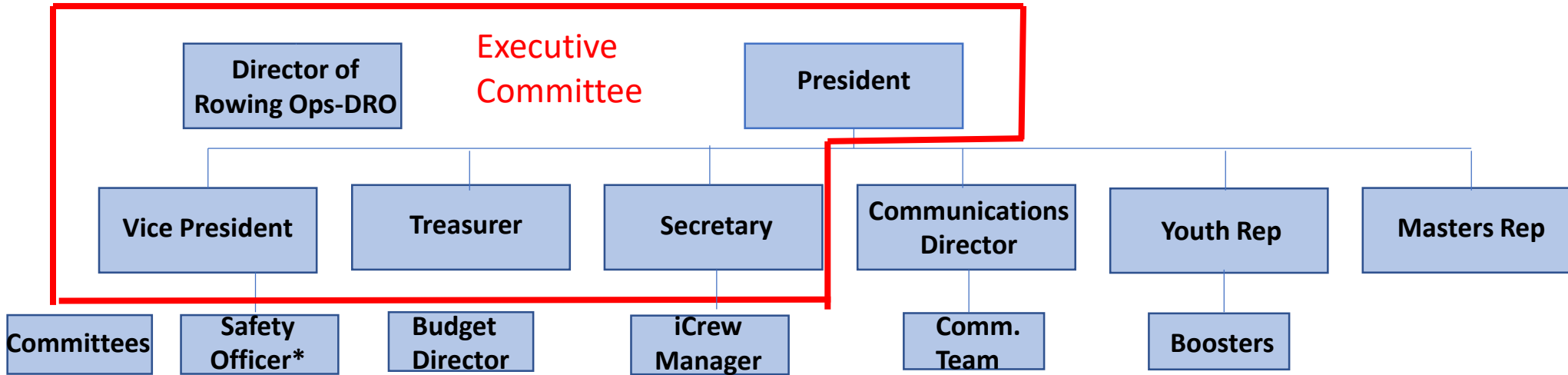
Parks & Planning Relationships

Boosters

**Volunteer Army
Events Support (Lead)
Team Apparel**



BOARD OF DIRECTORS



President: Organizational leader, special projects, head of Operations

Vice President: Back-up to President, Safety, Special Projects

Treasurer: Financial management and statements, IRS paperwork, Insurance, cash management, budget planning/control

Secretary: Board scheduling & minutes, Registration, US Rowing memberships, Club Googledocs, iCrew

Communications Director: Manage communications team (web site, facebook, Instagram, media & recruiting publicity), Club-wide emails

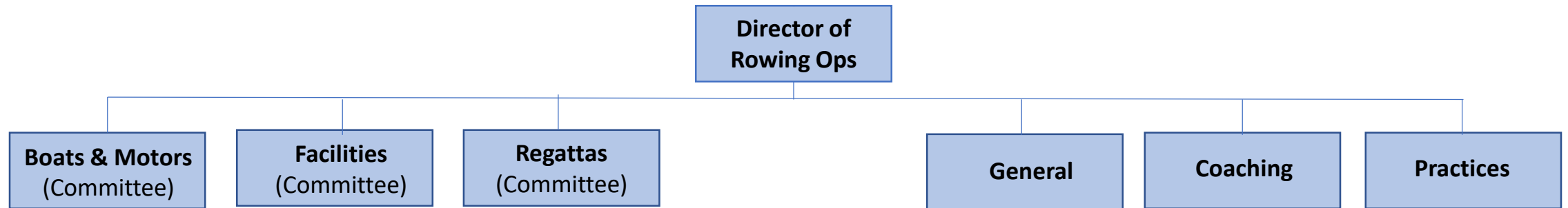
Youth Rep: Link to Boosters, membership development, communication, team parents & program liaison

Masters Rep: Membership development, LTR management, communication, program liaison

DRO – Non-voting Board Member leading day to day rowing operations and coaching



OPERATIONS



Boats & Motors: Plan, manage, train Committee, manage outside contractors (Ben, marina), establish and manage budget

Facilities: Plan, manage, train Committee, Park Management site contact, establish and manage budget

Regattas: Manage regatta committee, train (officials, dockmaster, on water functions), determine schedules and boat entries

General: Functional budget planning and management, coach reviews, safety consulting and execution

Coaching*: Director of Coaching, hire & train staff, schedule coaching assignments

Practices: Scheduling and oversight, managing delegation, coordinating support of Youth Rep/Team parents

*Director of Coaching includes periodically overseeing training for all teams and booking enough coaching hours to help fund role based on guidance from the Treasurer and the President