

Position	Responsibilities
President	· Preside at all meetings · Responsible for the day-to-day operations of BWCB · Preside as point of contact with coaches · Ensure compliance with policies of BWCB, VASRA, US Rowing Association, Briar Woods High School, and the Virginia High School League · Maintain relationship with NOVA Park Authority · Develop/update a manual/procedures to guide this activity
Treasurer	· Collect fees · Oversee budget (cash flow and policies) · Oversee bank account (debit cards) · Manage coaching staff contracts · Oversee contracts and legal contracts · Maintain insurance policies · Prepare and submit tax filings
Volunteer Coordinator	· Attends VASRA volunteer coordinator meeting as required by VASRA in January · Liaises with VASRA volunteer coordinator to determine BWCB regatta requirements · Create Sign-up Genius for VASRA volunteer jobs, send reminders, and get subs as necessary. · Works closely with other coordinators for filling volunteer positions as needed
Operations Coordinator	· Responsible for the maintenance of equipment owned and operated by BWCB · Maintain inspections and registrations for major assets (boats, launches, trailers) · Chair the Maintenance Committee · Oversees Regatta Logistics Coordinator and assists as needed · Oversees Regatta Travel Coordinator and assists as needed · Oversees Food Tent Coordinator and assists as needed · Perform other functions as assigned by the President

Fundraising Coordinator	· Responsible for all BWCB fundraising activities except membership fees · Develop funding ideas to meet annual requirements · Plan and execute fundraisers throughout the season · All fundraising committee chairs report to this position · Oversee Fundraising subcommittees · Perform other functions as assigned by the President
Communications Coordinator	· Maintain and update web page · Responsible for all communication between the board and the rowers and parents · Maintain registration systems for team events · Perform other functions as assigned by the President
VASRA Representative	· Represents BWCB at monthly VASRA Board meetings · Relays information from meetings to the BWCB Executive Board
Food Coordinator	· Responsible for the coordination of food for the regattas
Spirit Wear	· Fall: Responsible for ordering Fall LRS racing shirts and hats · Spring: responsible for the composition of the spring spirit pack · Ordering of Boathouse unisuits and jackets
Travel Coordinator	· Plan arrangements (housing/hotel, food, etc.) for out-of town regattas · Coordinate/arrange transportation (carpools/bus/plane) to regattas (home and away) · Assemble information packets for travel regattas · Collect appropriate forms (coordinate with VP and secretary if necessary) · Coordinate with coaches to enter rowers into the appropriate events · Make room assignments · Assist Volunteer Coordinator with recruiting chaperones for out of town regattas · Develop/update a manual/procedures to guide this activity
Banquet Committee Chair	· Coordinate/plan the spring banquet and awards dinner · Organize and manage the banquet committee