Olympia Area Rowing ASSOCIATION

Board of Directors Duties

President

Directly from the January 2021 edition of OAR's Bylaws

The President shall preside at all meetings of the Board of Directors and at the Club's Annual Meeting and shall have general supervision of the affairs of the corporation as authorized by the Board of Directors.

• The President shall typically be elected to a two year term at the annual meeting of members preferably not on the same year and for the same duration as the candidate for Vice President.

Vice President

Directly from the January 2021 edition of OAR's Bylaws

During the absence or disability of the President, the Vice President shall exercise all the functions of the President. The Vice president shall also serve as primary Board contact for club employees, athletes, parents and others with regard to the supervisory role of the Board. Unresolved questions with contacts will be brought to the board for consideration. The Vice President shall have such powers and discharge such duties as may be assigned to him or her from time to time by the Board of Directors.

• The Vice President shall typically be elected to a two year term at the annual meeting of members preferably in staggered terms with the candidate for President.

Secretary

Directly from the January 2021 edition of OAR's Bylaws

The Secretary shall issue notices for all Annual Meetings, shall keep minutes of all meetings, and shall make such reports and perform such other duties as are properly required of the Secretary by the Board of Directors. The Secretary shall also oversee the planning, preparation and operation of elections and voting at the Annual Meeting. The Secretary shall assist the President in communicating Board related business to the membership as needed. When possible the Secretary should serve as a liaison to the Board on one of the Board's Standing or Ad Hoc Committees.

• The Secretary shall typically be elected to a two-year term at the annual meeting of members on every even numbered year.

Treasurer

Directly from the January 2021 edition of OAR's Bylaws

The Treasurer shall keep books of account in accordance with GAAP (Generally Accepted Accounting Principles). Funds shall be collected and deposited as directed by the Corporation. Custody of all monies shall be shared with the Secretary and President, who shall also have signing authority on all bank accounts. The Treasurer shall disburse funds of the Corporation in payment of the just demands against the Corporation or as may be ordered by the Board of Directors from time to time as may be required. Payments in excess of an amount as established by the Board by resolution from time to time shall require two signatures. On a monthly basis, or as required, the Treasurer shall render to the Board of Directors an account of all transactions undertaken as Treasurer and of the financial condition of the Corporation, and shall provide copies of bank statements and inventories to substantiate all assets. The Treasurer also serves as a liaison between the Board and the Finance Committee. The Treasurer shall perform such other duties as are properly required by the Board of Directors.

• The Treasurer shall typically be elected to a two-year term at the annual meeting of members on every even numbered year.

Captain

Directly from the January 2021 edition of OAR's Bylaws

The Captain shall oversee the use of club facilities and equipment. The Captain shall be in charge of the storage and use of the Club's boats and oars, ensuring that proper repairs are made and equipment furnished. In addition, the Captain shall oversee the placement and use of member's private boats and oars. The Captain is in charge of enforcing the rules of the club, under the direction of the Board of Directors. The Captain also serves as a liaison between the Board and the Facilities and Equipment Committee.

 The Captain shall typically be elected to a two-year term at the annual meeting of members on every odd numbered year.

At-Large Directors

Directly from the January 2021 edition of OAR's Bylaws

The At-Large Directors, while attending to the best interests of the club as a whole, shall also keep the Board advised on matters pertinent to the club's relationship to the community at large. At-Large Members shall serve as either chairs or liaisons between the Board and one of the Standing, Secondary, or Ad Hoc Committees, as needed.

- The At-Large Director 1 shall be elected to a two-year term at the annual meeting of members on every even numbered year.
- The At-Large Director 2 shall be elected to a two-year term at the annual meeting of members on every odd numbered year.
- If additional At-Large positions are requested, these positions will be approved by the board, and included in the slate proposed by the nominating committee to the membership.

Youth Representative

Directly from the January 2021 edition of OAR's Bylaws

The Youth Rowing Representatives, while attending to the best interests of the club as a whole, shall also keep the Board advised on matters pertinent to the management and operation of the club's youth programs and serve as representatives of junior rowers and their parents.

 Youth rowing representatives will be volunteers chosen from the Junior program, proposed to, and approved by the board.

Youth Parent Representative

- Newer role on the BoD -

- position duties are under development -