

2021-2022 McLean Crew Club Operational Volunteer Positions

| Volunteer Position | Description | Time Frame | No. Positions | Points per Job | 2021-2022 |
|----------------------------------|---|-------------------|----------------------|-----------------------|---------------------|
| President (1) | Responsible for the day-to-day operations of McLean Crew Club. Ensures compliance with policies of MHS, MCC, VASRA and the Virginia High School League. Manages coaching staff contracts and serves as point-of-contact with coaches. Point of contact for MHS Student Activities Office and FCPS Administration. Presides at all Board and membership meetings. | On-Going | 1 | 6 | Harpreet Suri |
| Vice President (2) | Oversee administrative activities of MCC. Collect and maintain membership records; track membership registration. Create Membership Agreement; update MCC Handbook. Coordinate website updates. Oversee Uniform/Spiritwear offerings. Coordinate year-end awards. | On-Going | 1 | 6 | Rebecca van Vranken |
| Vice President, Ways & Means (5) | Responsible for MCC fundraising activities. Develop funding ideas. Plan and execute fundraisers; secure and oversee all fundraising committee chairs. Prepare sponsorship contracts and assist with soliciting sponsors. Handle administrative aspects of fundraising: book venues, work with coaches to secure school permission and work with Secretary and social media coordinator to ensure publicity. | On-Going | 1 | 6 | Sissi Hopper |
| Vice President, Operations (6) | Responsible for and maintain physical inventory of equipment owned and operated by MCC, including history of equipment maintenance and insurance coverage. Responsible for maintenance and transportation of equipment and property, coordinating with coaches to assess need for repair or replacement. Responsible for purchase and disposition of equipment and supplies in coordination with coaches. Maintain ergometer summer rental program. | On-Going | 1 | 6 | Brent Panek |

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| Secretary (3) | Present at every MCC meeting and keeps the minutes. Communicate notice of all meetings and makes minutes of meetings available. Maintain historical roster of membership including current addresses, email and phone numbers. Manage club's communications across multiple platforms, to include the maintenance of multiple distribution lists. Coordinate scheduling MHS facilities and the promotion of MCC activities with the MHS Activities Office. Create and maintain club calendars in coordination with the webmaster. Coordinate review and revision of bylaws. Oversee Historian (record book and awards) and Social Media/PR coordinator (Facebook, Twitter etc.). | On-Going | 1 | 6 | Alida Laney |
| Treasurer (4) | Prepare and maintain operating budget. Collect monies from dues, fees and fundraising activities and maintain accounts of all receipts and expenditures (in Quickbooks). Prepare and distribute monthly financial reports and present at every membership meeting. Oversees budget (cash flow and policies). Manage expenses and disbursement, as well any unpaid balance due to the club by members. Prepare and submit tax filings. Prepare materials and comply with requests of audit committee. | On-Going | 1 | 6 | Michelle Cheung |
| Regatta Chair (9) | Responsible for MCC support of/participation in Regattas. Coordinate logistics of Local Regattas (coaches, communication, food, volunteers). Oversee committee responsible for logistics of Away Regattas (hotel reservations, chaperones, volunteers, food tent, team dinners, etc.). MCC's VASRA representative: attend all VASRA meetings | On-Going | 1 | 6 | Urd Milbury |

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| | and respond to VASRA requests. Ensures MCC fulfills VASRA regatta volunteer assignments including recurring positions. | | | | |
| Member-at-Large, Rower Operations (7) | Management of committees related to rower operations including: Social Committee (1st meeting, Winter Social, All-Team Boat Dinner, Boat Naming and Year End Picnic), Recruiting Committee (Interest Meetings, Learn-to-Row Program, swim testing), Transportation Chair (bus transportation contract and liaison, Badging Process, Bus Chaperone Coordinator). | On-Going | 1 | 6 | Kate Forrer |
| Member-at-Large, Volunteers (8) | Review and create proposal for volunteer requirements in Membership Agreement. Track volunteer points from sub-committees and monitor overall compliance with membership agreement. Responsible for solicitation and maintenance of "overall" volunteer vacancies, not otherwise specified (see organizational chart). | On-Going | 1 | 6 | Deborah Blacksten |
| TBC Liaison (1) | Serve as the point of contact between TBC and MCC. Attend TBC meetings as necessary. | On-Going/ Periodic | 1 | 2 | Aaron Weiss |
| Nominating Committee (1) | Finding and recommending candidates for MCC Board vacancies. Must be willing to meet with MCC members and Board to assess needs. | Spring | 3 | 3 | Kathryn Dunbar Ken Lewin Lisbeth Jimenez |
| President in Training (1) | Assist President with all duties and learn the role to take over next year. | On-Going | 1 | 5 | Molly Hoffman |
| Vice President in Training (2) | Assist VP with all duties and learn the role to take over next year. | On-Going | 1 | 5 | Neda Hamandi |

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| Parent Liaison (2) | Serve as the point of contact for questions/concerns related to team. | On-Going | 1 | 2 | Sarah Tursi |
| Parent Liaison in Training (2) | Assist the parent liaison and learn the role to take over next year. | On-Going | 1 | 1 | Michelle DeCarlo |
| Secretary in Training (3) | Assist Secretary with all duties and learn the role to take over next year. | On-Going | 1 | 5 | Katarzyna Jerzak (Kasia) |
| Webmaster (3) | Design and maintain MCC website. | On-Going | 1 | 5 | Terry Choi |
| Webmaster in Training (3) | Learn role to design and maintain MCC website. | On-Going | 1 | 3 | Kristen Kucko |
| System Administrator (3) | Manage Office 365, SharePoint, GoDaddy, and other systems maintained by MCC. | On-Going | 1 | 4 | Rick Barnard |
| Merchandise (2) | Coordinate uniform orders and spirit wear offerings | On-Going/ Periodic | 1 | 3 | Debbie Hall |
| Merchandise in Training (2) | Assist with and learn role to Coordinate uniform orders and spirit wear offerings | On-Going/ Periodic | 1 | 2 | Michelle DeCarlo |
| Gear/Clothes Manager (2) | Maintain collection of donated clothes and gear and make available to rowers | On-Going | 1 | 2 | Nikoleta Crouch |
| Safe Sport Program Manager (2) | Ensure compliance with US Rowing SafeSport Program. | On-Going | 1 | 4 | Neda Hamandi |
| Safe Sport Program Manager in Training (2) | Assist with and learn role to ensure compliance with US Rowing Safe Sport Program. | On-Going | 1 | 2 | Paula Calabia |

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| Historian/Sr. Spotlight (3) | Maintain records of important MCC events. Organize old history. Write Sr. Spotlights: short write-ups about senior rowers at end of the year. | On-Going | 1 | 2 | Timothy Anderson |
| Photographer (3) | Maintain photos of important MCC events. Photograph rowers at practices and regattas. Edit photos for purchase and for promotional use. | On-Going | 2 | 5 | Sissi Hopper Liz Pham |
| Social Media/PR (3) | Regularly update MCC's Facebook, Twitter & Instagram content | On-Going | 1 | 4 | Michelle DeCarlo |
| Social Media/PR trainer (3) | Teach how to regularly update MCC's Facebook, Twitter & Instagram content | On-Going | 1 | 2 | Molly Hoffman |
| Audit Committee (4) | Review of prior year records | Summer/Fall | 3 | 1 | June Zhu Jon DeCarlo Lisbeth Jimenez |
| Treasurer in Training (4) | Assist Treasurer with all duties and learn the role to take over next year. | On-Going | 1 | 5 | Ahmad Soltani-Ahmadi |
| Online Store Manager (4) | Manage online store | On-Going | 1 | 4 | Yingyi Zhao |
| Online Store Manager in Training (4) | Assist with and learn to manage the online store with the plan to be the lead next year. | On-Going | 1 | 2 | Kathryn Dunbar |
| VP Ways and Means in Training (5) | Assist VP Ways and Means with all duties and learn the role to take over next year. | On-Going | 1 | 5 | Cigdem PENN |
| Holiday Fundraiser Lead (5) | Plan & execute holiday wreath, garland, paw thaw sale | Fall/Winter | 1 | 5 | Tate Wust |
| Holiday Fundraiser Lead in Training (5) | Train to take over the holiday wreath, garland, paw thaw sale | Fall/Winter | 1 | 2 | Scott Stafford |
| Holiday Fundraiser Administration (5) | Help with administration of Christmas Tree Sales | Fall/Winter | 1 | 3 | Faisa Stafford |

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| Corporate Fundraising (5) | Work to get MCC corporate sponsors. Local businesses might want to sponsor the team in exchange for advertising on our website. | On-Going | 1 | 2 | Ken Avis |
| Gift Cards (5) | Coordinate and promote gift card program to community | On-Going | 1 | 2 | Lynne Vicenzo |
| Gift Cards in Training (5) | Assist with and learn to coordinate and promote gift card program to community with the plan to be the lead next year. | On-Going | 1 | 1 | Emma Blankenbaker |
| Restaurant Nights (5) | Coordinate fundraising events at local restaurants and promote to community | On-Going | 1 | 4 | Kathy Frey |
| Mulch Committee Chair (5) | In charge of all of Mulch Madness. Counts for mulch credit, plus volunteer points | Winter/Spring | 1 | 5 | Tasha Arora |
| Mulch Committee Sales Lead (5) | Work with rowers on sales of mulch. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 5 | Timothy Anderson |
| Mulch Committee Yard Boss (5) | In charge of the Yard for the entire weekend. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 5 | Johan van Niekirk |
| Mulch Committee Routing (5) | Determine the route of all the trucks for mulch weekend. Counts for mulch credit, plus volunteer points | Winter/Spring | 1 | 5 | Flavia Doboga |
| Mulch Committee Dispatch (5) | Work in the yard for mulch weekend to dispatch the trucks. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 3 | Bozena Kalita |
| Mulch Committee Food Tent (5) | Work and organize the food tent for mulch weekend. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 3 | Michelle DeCarlo |

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| Mulch Committee Volunteer Coordinator (5) | Solicit and organize volunteers for mulch weekend. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 3 | Sungweon Kim |
| Mulch Committee Chair in Training (5) | Learn the chair role. Be there the whole weekend. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 2 | Laura Mannix |
| Mulch Committee Sales Lead in Training (5) | Work with rowers on sales of mulch. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 2 | |
| Mulch Committee Dispatch in Training (5) | Learn the dispatch role for next year. Dispatch sends all the trucks out during mulch weekend. Counts as mulch credit, plus volunteer points. | Winter/Spring | 1 | 2 | Natasha Kanapathy |
| Mulch Committee Yard Boss in Training (5) | Learn the Yard Boss Role for next year. Organize and run the yard during mulch weekend. Counts as mulch credit, plus volunteer points. | Winter/Spring | 1 | 2 | Michelle Egorin |
| Mulch Committee Routing in Training (5) | Learn how to determine the route of all the trucks for mulch weekend. Counts for mulch credit, plus volunteer points. | Winter/Spring | 1 | 2 | Ahmad Soltani-Ahmadi |
| Ergathon Lead (5) | Plan & execute winter fundraising event | Winter | 1 | 5 | Pouneh Barnes |
| Ergathon Trainer (5) | Provide guidance to plan and execute winter fundraising event | Winter | 1 | 3 | Joe Kuzel |

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| Operations VP in Training (6) | Learn all aspects of crew operations, assist with operational management, maintain documentation, track spending, establish and maintain vendor relations, track supplies, maintain supply chain, manage insurance documentation, equipment registration with various authorities. Must have flexibility and availability year-round. Must not be parent of a Senior. | On-Going | 1 | 5 | N/A |
| Inventory Team Member (6) | Support coaches with managing racing shells. Conduct pre-season check on supplies and produce purchase orders with vendors. Order and deliver spare parts to coaches as needed through season. Help clean and organize equipment sheds at TBC regularly. Ensure sheds are secure regularly. Maintain spreadsheet of supplies on hand and track usage. Carefully track spending with VP. | On-Going | 2 | 4 | Joe Whitlock |

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| Erg Team Member (6) | Manage all aspects of ergometers. Purchase new equipment and parts. Run summer rental program. Sell old inventory. On call during winter training to repair and maintain. Careful tracking of inventory in spreadsheet. Coordinate with coaches pre and post season. Run spring and fall workshops to recondition, prepare and store. Track spending with VP. | On-Going | 2 | 5 | Amber Westland Ken Avis |
| Launch Team Member (6) | Manage all aspects of launches (outboard engine troubleshooting, marine electrical systems, hull inspections, marine fuel systems, DC harbor patrol policies, marina protocols, river navigation and safety). Coordinate delivery of launches to the Potomac pre-season and removal post-season. Periodically and systematically inspect launches for maintenance tasks year-round. Coordinate all repair activities with vendors. Track repair history and costs in spreadsheet. Must be flexible and available during weekdays and weekends. Must be comfortable on the river. Track spending with VP. | On-Going/ Periodic | 1 | 4 | |

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| Safety Box Team Member (6) | Deliver safety boxes to TBC pre-season. Ensure contents are in compliance with USCG and US Rowing requirements and recommendations for inland waterway usage. Collect safety boxes post-season. Purchase and missing equipment post season. Ensure safe storage off-season. Track spending with VP | Spring/Summer | 2 | 3 | Patricia Farruggio Stephen Hensley Vincent DAvena |
| Cox Box Team Member (6) | Manage all aspects of cox boxes, action cameras (GoPros) and radios. Purchase cox box supplies as needed. Troubleshoot post season and determine repair options with vendor. Coordinate with coaches in Spring to release equipment to coxswains and review scope of responsibilities. Collect cox boxes, action cameras, and radios post season and process/refurbish equipment. Track spending with VP | Spring/Summer | 2 | 3 | Ken Lewin Bruce Paluch |
| Oar Team Member (6) | Manage oar painting/refurbishment activities as needed during the summer. Manage oar storage off-season. Ensure cleaning supplies for oar cleaning by rowers are available during season. | Summer | 1 | 2 | Ben Cramer |

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| Regatta Trailer Team Member (9) | Coordinate regatta trailer maintenance and safety inspections. Work with Regatta Board Member to register with DMV and county if needed. Clean and maintain regatta related equipment (e.g, grills, coolers, utensils, tools, bins, tents, fuel). Coordinate with Regatta Chair to deliver equipment to regatta. Track list of supplies and spending in spreadsheet. Must have truck and be able to transport the regatta trailer to and from all regattas as designated by Regatta Chair. | Spring | 1 | 5 | |
| Shell Trailer Team Member (6) | Coordinate shell trailer maintenance and safety inspections. Work with VP Operations to register with DMV and county if needed. Find a vendor and secure a contract to deliver racing shells from TBC to regattas locally and out-of-state. This can also be done by a qualified and trained parent volunteer with a proper truck. | Spring | 1 | 3 | John PENN |
| Member at Large Rower Ops in Training (7) | Assist Board Member with all duties and learn the role to take over next year. | On-Going | 1 | 5 | Lauren Funkhauser |
| College Coordinator (7) | Organize an event to discuss college opportunities for rowing | Fall/Winter | 1 | 2 | Sharon Panek |
| Summer/Fall Program Coordinator (7) | Organize information on summer rowing programs to share with team | Winter/Spring | 1 | 2 | Jenn Grishkin |
| Badging Chair (7) | Work with Member-At-Large1 - Rower Ops to get FCPS Badges for parent volunteers | Fall/Winter | 1 | 2 | Michelle DeCarlo |

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| Bus Volunteer Coordinator (7) | Plan & secure required bus volunteers. Keep track of sign-up genius | Spring | 1 | 4 | Liz Pham |
| Social Committee Chair (7) | Help all the meeting chairs organize their events. Help with the SUG, coordination, flyers, etc. Be a point of contact | On-Going | 1 | 3 | Charley Kimmett |
| Full Boat Dinner (7) | Plan & execute 1st Boat Dinner with entire team | Spring | 1 | 2 | Charley Kimmett |
| Scholarship/ Financial Aid (7) | Seeks out programs at the college level and gathers info about financial aid and rowing scholarships | On-Going | 1 | 2 | Kristen Erickson |
| End-of-Year Awards Picnic (7) | Plan and execute picnic for annual membership meeting and awards ceremony. | Spring | 1 | 2 | Pouneh Barnes |
| Volunteer Board Member in Training (8) | Learn to be the Member at Large for Volunteers. Assist in all aspects to include point tracking and Sign Up Genius. | On-Going | 1 | 5 | Bridget Binder |
| Launch Driver Training (8) | Coordinates launch driving training with coaches | Winter | 1 | 2 | Jenn Grishkin (Kimmett) |
| Spring Break Coordinator (7) | Work with coaches to plan the food and team building activities during Spring Break camp at TBC | Winter/Spring | 1 | 5 | Scott Barnes |
| Regatta Board Member in Training (9) | Learn to be the Regatta Chair. Assist in all aspects. | On-Going | 1 | 5 | Heather Whitney |
| Regatta Food Tent Coordinator (9) | Oversee MCC food tent volunteers, and set-up/clean-up. | Spring | 1 | 4 | Anna Ashton |
| Regatta Food Tent in Training (9) | Work with Regatta Food Tent Coordinator to learn the role | Spring | 1 | 2 | Cora Murphy |
| VASRA LOC Assistant (local regattas) (9) | Fulfill MCC's role as designated by VASRA at every local regatta | On-Going | 2 | 4 | Natasha Kanapathy |

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| Grill Coordinator (9) | Organize food and grill for away regattas. Keep grill clean. | Spring | 1 | 4 | Todd Milbury |

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