

MCC Job Descriptions – Board of Directors Updated September 2020

President

- Responsible for the day-to-day operations of McLean Crew Club
- Appoints all committees and is ex-officio member of any committee, except nominating committee
- Ensures compliance with policies of MHS, MCC, VASRA and the Virginia High School League
- Manages coaching staff contracts and serves as primary club point-of-contact with coaches
- Primary point of contact for MHS Student Activities Office and FCPS Administration
- Presides at all Board and membership meetings
- **Critical:** Ability to prioritize competing tasks and goals; Ability to negotiate effectively (with coaches, school, parents, vendors); Decisive; Ability to speak publicly and communicate effectively; Detail-oriented; Ability to delegate.
- **Helpful:** Excel; Wix; Powerpoint; Comfortable with regulations, contracts and other detailed documents.
- **Busiest time:** Entire season, August – June. Best to be accessible during work hours for conversations but most work can be done outside of regular work hours.

Executive Vice President

- Oversee the administrative activities of MCC
- Assists the president with his/her duties and officiates at meetings in the president's absence
- Collects and maintain membership records to create Membership Roster and responsible for all aspects of membership registration and tracking requirements.
- Work with board members to create Membership Agreement and update MCC Handbook as needed.
- Oversees Alumni Committee, to develop and maintaining alumni relationship and Parent Liaison.
- Oversee Webmaster and coordinate website update and website transactions
- Oversees Uniform and Spiritwear offerings and coordinates year-end awards, letters and certificates
- Perform other functions as assigned by the President and step up as needed to assist with club operations.
- **Critical:** Ability to use Excel, Powerpoint and comfort with learning any new software the team uses that have not used before (DocuSign, Wix, Ecwid); Organized; Does not procrastinate; Detail-oriented.
- **Helpful:** Flexibility;
- **Busiest time:** Season start and registration periods: August – December; Best to be accessible during work hours for conversations but most work can be done outside of regular work hours.

Vice President for Ways and Means

- Responsible for all MCC fundraising activities, except membership fees
- Develop funding ideas to meet annual requirements
- Plan and execute fundraisers August - March, securing and overseeing all fundraising committee chairs (see organization chart)
- Prepare sponsorship contracts and assist with soliciting sponsors.
- Handle all administrative aspects of fundraising administration including booking venues, working with coaches to secure school permission and working with Club Secretary and social media coordinator to ensure publicity,
- Perform other functions as assigned by the President and step up, as needed, to assist with club operations.
- Complete any tasks for the next fundraising season that need to be completed in advance. (Order trees by January, better if December for December sales)
- **Critical:** Highly organized and detail oriented; Ability to delegate without micro-managing; Does not procrastinate;
- **Helpful:** Flexibility;

- **Busiest time:** Pre-season, August – March; Best to be accessible during work hours for conversations but most work can be done outside of regular work hours.

Vice President for Operations

- Responsible for and maintain an accurate physical inventory of the equipment owned and operated by MCC, including a history of equipment maintenance and insurance coverage (equipment, D&O and Liability)
- Responsible for maintenance and transportation (when needed) of equipment and property of MCC, coordinating with team’s coaches to assess needs for equipment repair or replacement.
- Responsible for purchase and disposition of equipment and supplies in coordination with coaches, maintain ergometer summer rental program.
- Perform other functions as assigned by the President and step up as needed to assist with club operations.
- **Critical:** Highly organized and detail oriented; Ability to delegate without micro-managing; Does not procrastinate; Comfort with mechanical systems; Ability to get to the Boat House quickly if needed, occasionally during regular work hours.
- **Helpful:** Flexibility; Knowledge of boats.
- **Busiest time:** Pre-season, August – March and season close, June. Except when needed for boathouse emergency, most work can be done outside of regular work hours.

Secretary

- Is present at every MCC meeting and keeps the complete minutes of all proceedings
- Communicates notice of all meetings and makes minutes of all meetings available to membership
- Maintains historical roster of membership including current addresses, email and phone numbers
- Manages the club’s primary communications across multiple platforms, to include the maintenance of multiple distribution lists
- Coordinates the scheduling of MHS facilities and the promotion of MCC activities with the MHS Activities Office. Acts as the primary Activities Office point of contact for any interactions outside the President’s purview.
- Creates and maintains the club calendars in coordination with the webmaster
- Coordinates review and revision of bylaws
- Oversees Historian (record book and awards) and Social Media/PR coordinator (Facebook, Twitter etc.)
- Perform other functions as assigned by the President and as needed to assist with club operations.
- **Critical:** Ability to use Excel, Powerpoint and comfort with learning any new software the team uses that have not used before (DocuSign, Wix, Ecwid); Organized; Does not procrastinate; Detail-oriented.
- **Helpful:** Flexibility;
- **Busiest time:** Pretty consistent August – June but peaks during registration, September – December. Most work can be done outside of regular work hours.

Treasurer

- Prepares and maintains operating budget
- Collects all monies, from dues, fees and fundraising activities and maintain accounts of all receipts and expenditures (in Quickbooks) though can utilize assistants as needed
- Prepare and distributes monthly financial reports and present at every membership meeting. Oversees budget (cash flow and policies)
- Manages expense of the clubs and disbursement, as well any unpaid balance due to the club by members
- Prepares and submits tax filings
- Prepares materials and complies with requests of audit committee
- Perform other functions as assigned by the President and step up as needed to assist with club operations.

- **Critical:** Comfort with numbers and Excel and Financial Software (Quickbooks); Highly organized and detail oriented; Does not procrastinate
- **Helpful:** Flexibility; Strong in financial processes and controls
- **Busiest time:** Pretty consistent August to June with peaks at registration (November/December) and around fundraisers); Most work can be done outside of regular work hours.

At-Large (Rower Operations)

- 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, Conduct swim testing)
 - Transportation Chair (bus transportation contract and liaison, Badging Process, Bus Chaperone Coordinator)
- Perform other functions as assigned by the President and step up as needed to assist with club operations.
- **Critical:** Comfort with numbers and Excel; Highly organized and detail oriented; Does not procrastinate;
- **Helpful:** Flexibility; Ability to come to TBC during practice (3:30 – 6:30 and show up at occasional programs during regular work hours is helpful.)
- **Busiest time:** Fall is busy with learn-to-row and Celebrate McLean; during season need to be on-call daily for bus issues.

At-Large (Volunteers)

- Review and create proposal for the volunteer requirements in the Membership Agreement
- Accumulate and track volunteer points from sub-committees and monitor overall compliance with the membership agreement
- Responsible for the solicitation and maintenance of “overall” volunteer vacancies, not otherwise specified (see organizational chart)
- Perform other functions as assigned by the President and step up as needed to assist with club operations.
- **Critical:** Comfort with numbers and Excel; Highly organized and detail oriented; Does not procrastinate;
- **Helpful:** Flexibility;
- **Busiest:** Pretty consistent September to June; Most work can be done outside of regular work hours.

Regatta Chair/VASRA Representative

- Responsible for MCC support of and participation in Spring Break Training Camp and all chosen Regattas.
- Oversee committee responsible for all logistical parts of Spring Break Camp (secure location, transportation, communication, forms etc.)
- Personally responsible for coordinating all logistical parts of Local Regattas (coaches, team communication, food tent coordinators, regatta volunteer coordinator etc.)
- Oversee committee responsible for all logistical parts of all Out-of-Town Regattas (Stotesbury, Nationals etc.) to ensure hotel reservations, chaperones and other volunteers, food tent and team dinners, etc.
- Is MCC’s VASRA representative, attending all VASRA meetings and responding to VASRA requests.
- Ensures MCC fulfills VASRA regatta volunteer assignments including LOC – light-weight weigh in position.
- Perform other functions as assigned by the President and step up as needed to assist with club operations.
- **Critical:** Decisive; Calm under pressure; Can trouble shoot well on the ground; Organized and able to delegate;
- **Helpful:** Flexibility;
- **Busiest:** Heavy work in-season, April – June, particularly before regattas, Stotesbury and Nationals.

ALL BOARD MEMBERS –

- Willing to put team's welfare above welfare of own child in all decisions;
- Must handle confidential information appropriately and not share information with students or other parents.
- Help update and maintain content on MCC Website

NOTE: Although you will receive "training" and guidance based on the prior year board member (or your personal prior experience) that does not supersede the requirements included herein. Please review attached organizational chart to understand the committee and volunteer positions that report up to each board position that may not be specifically listed herein.