

WRA VOLUNTEER TASKS & RESPONSIBILITIES

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CATEGORY / TASK / COMMITTEE	DESCRIPTION	MASTERS/JUNIORS/BOTH	FREQUENCY	MEMBER / VOLUNTEER(S)	TOOLS/RESOURCES/NOTES	REPORTS TO
ADMINISTRATIVE						
	Assists BOD with coordination of volunteer led					
	responsibilities. Helps recruit members to assist with			MASTERS:		
VOLUNTEER COORDINATOR	necessary tasks as new roles and needs arise.	вотн	As needed	JUNIORS:		
iCrew Management					Access to iCrew.	
	Responsible for fielding inquiries of potential new members	BOTH (Participates on Membership				
	or other questions through the WRA info email. Forward new	Committee or is designated by the		MASTERS: Sue Whitson		
WRA Info Communication	member info to orientation committee members.	committee)	Respond within 3 days of inquiry.	JUNIORS: Sarah Witte	Access to info@whatcomrowing email	
	Orients new members to the boathouse, WRA handbook,	BOTH (Participates on Membership				
	introductions to members/coaches. Designates current	Committee or is designated by the		MASTERS:		
New Member Orientation	member as buddy for new members.	committee)	Seasonally/As needed	JUNIORS:		
					Accorde Different Constitution of 110	
	Ensure all members are up to date on required skills and			MACTERC.	Access to Google Drive and iCrew. List of US	
	registrations including: Annual member dues, SafeSport, US			MASTERS:	Rowing member numbers(?)	
Member Requirements	Rowing, Float Test	ВОТН	Quarterly / Regattas	JUNIORS: Head Coach	Member info spreadsheet.	
	M/DA velicies 1 a vi					
	WRA policies and guidance meets all US Rowing					
	requirements. Recommends policies to WRA board for			MASTERS:		
WRA Handbook Updates	inclusion. Keeps handbook up to date.	вотн	Biannually / As needed	JUNIORS:	BOD directed task	BOD
	Maintains Five-Year Plans. Annual review of progress.					
	Updates plans in 5-year increments prior to end of each term.					
Strategic Planning	Includes updates of capital asset plans.					
PROGRAMS						
	Skills requirements completed: Float test, flip test, bow				Develop categories of independent rowing based	
	coxing (1x, 2x, 4x), navigation, rowing skills test. Maintain				on capabilities. Seasonal/boat size. Assign skill	
INPENDENT ROWING OVERSIGHT	roster of qualified independent rowers.	Masters	Seasonally / As needed for new members	COACHES	levels and boats approved to row in iCrew.	
INPENDENT ROWING COORDINATOR			Seasonally			
	Maintains communication/coordination with school					
	district(s). Schedules training sessions for new PE teachers					
	and schools. Coordinates transportation of ergs between					
ERG ED	schools. Coordinates storage of ergs in summer.		Change schools every 6 weeks			
	Works with head coach(es) to develop curriculum. Leads					
LEARN TO ERG (MASTERS)		Masters				
LEARN TO ROW		вотн	As scheduled	Coaches		
	Develop and lead implementation of program curriculum.					
	Coordinate with outreach team for promotion of				Future programming - 2026 goal. Possible	
ERG ED CAMPS	· · · · · · · · · · · · · · · · · · ·	Head Junior Coach	Summers	Junior Coaches/Volunteers	coordination with WWU rowing programs.	
	Develop and lead implementation of program curriculum.					
	Coordinate with outreach team for promotion of					
	programming. Responsible for scheduling of coaches.					
	Recruits new coaches as needed to maintain adequate					
JUNIORS/MIDDLE SCHOOL		Head Junior Coach				BOD: Vice President
	Develop and lead implementation of program curriculum.					
	Coordinate with outreach team for promotion of					
	programming. Responsible for scheduling of coaches.					
	Recruits new coaches as needed to maintain adequate					
MASTERS	staffing capacity. See job descriptions for details.	Head Masters Coach				BOD: Vice President
REGATTAS						
Annual Calendar / Schedules		вотн		Head Coaches		
Participation / LineUps		вотн		Head Coaches		
Registration		вотн		Head Coaches		
Truck Rental		вотн		Head Coaches		
Food Tents		Junior Parents / Masters Volunteers		Junior Parents / Masters Volunteers:		
Lodging		JUNIORS		Junior Parents:		
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WRA OUTREACH//COMMUNICATIONS					Possibly need Canva Pro account	
External				MASTERS: Becky; Jessie; Diane		
				JUNIORS:		
Website Updates					Rory can help with backend issues if needed.	
					Cook of house and the base of the second by	
					Coaches have access to Instagram. FB currently under Courtney's personal acct. Need to switch to	
Social Media Updates					someone else's if we will continue to use FB.	
COB Guide						
Events						
LTR Day(s)						
Internal Social Events						
Fundraising Events						
				Becky: Editor		
Newsletters				All contributors		
Annual Meeting	Provides @whatcomrowing emails to coaches, BOD					
Staff / BOD Emails	members, other designated positions.					
Fundraising	membere, earler deergrated poortierier					
	Develop annual fundraising strategies around programming,					
	equipment, and operational needs. Develop diversified					
	portfolio of fundraising opportunities including small, local events, annual larger event, corporate/business					
	sponsorshop, planned giving, quarterly asks through GiveBig,		On-going based on annual strategic			
		вотн	planning development			
UNIFORMS						
	Designs/orders/maintains practice and regatta uniform		Minimum 2x per year. Early winter / Early			
Juniors	supply for new and current members. Requires BOD approval of designs		fall	JUNIOR PARENT:		
zamore .	Designs/orders/maintains practice and regatta uniform			JOHN STATE OF THE		
	supply for new and current members. Requires BOD approval		Minimum 2x per year. Early winter / Early			
Masters	of designs		fall	MASTERS:		
Casual Wase	Designs/orders/maintains supply for new members. Requires BOD approval of designs.		Minimum 2x per year. Early winter / Early	MASTERS: JUNIORS:		
Casual Wear	BOD approvator designs.		latt	JUNIONS.		
COMMITTEES						
	Grow participation of existing members in club activities.					
	Increase membership through outreach and events. Establishes membership targets. Coordinates closely with					
	fundraising committee and coaches for consideration of new					
		вотн	Monthly meetings as feasible.			
EQUIPMENT/ASSETS						
	Maintains repair/maintenance schedule for boathouse, dock,					
	grounds around boathouse. Coordinates with COB representatives as needed and directed by BOD President.					
	Schedules seasonal work parties for WRA membership to					
	·	вотн	Maintenance plan annually.			
	Rigging/parts/routine maintenance. Manage repair reporting.					
ELEET MAINTENANCE TEAM	Coordinates with head coaches. Purchases must be pre-			Mika/Saan/Andy	iCrow Access	
FLEET MAINTENANCE TEAM	approved by BOD based on available equipment funds.			Mike/Sean/Andy	iCrew Access Boat maintenance logbook (currently in	
Shell maintenance schedule/logs		вотн			equipment assets folder)	
					? Who is responsible for maintaining fuel supplies	
Launch maintenance- schedule/logs/storage		вотн			for launches?	
Trailer maintenance- schedule/logs/storage	Maintaine accete queb en core lighte enced estate et	ВОТН	<u> </u>			
	Maintains assets such as oars, lights, speed coaches, etc. Schedules seasonal work parties to ensure oars are painted,					
		вотн				
	Review of Safety Policy. Alignment with US Rowing. Ensure					
	members are complying with safety policies. Develop signage		Output to the selection of the selection	MACTERCALISA		
SAFETY	as appropriate to convey safety information. Maintain safety equipment including AED, first aid supplies, etc.	вотн	Quarterly checks of supplies. Annual review of policies.	MASTERS: Lisa JUNIORS:	Handbook.	
OALLII	equipment inictuding ALD, mot ald supplies, etc.		neview of policies.	Jordono.	Handbook.	
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