



WRA VOLUNTEER TASKS & RESPONSIBILITIES

[illegible]

CATEGORY / TASK / COMMITTEE	DESCRIPTION	MASTERS/JUNIORS/BOTH	FREQUENCY	MEMBER / VOLUNTEER(S)	TOOLS/RESOURCES/NOTES	REPORTS TO
WRA OUTREACH//COMMUNICATIONS					Possibly need Canva Pro account	
<i>External</i>						
Website Updates				MASTERS: Becky; Jessie; Diane JUNIORS:	Rory can help with backend issues if needed.	
Social Media Updates					Coaches have access to Instagram. FB currently under Courtney's personal acct. Need to switch to someone else's if we will continue to use FB.	
COB Guide						
Events						
LTR Day(s)						
<i>Internal</i>						
Social Events						
Fundraising Events						
Newsletters				Becky: Editor All contributors		
Annual Meeting						
Staff / BOD Emails	Provides @whatcomrowing emails to coaches, BOD members, other designated positions.					
<i>Fundraising</i>						
FUNDRAISING	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, Giving Tuesday, or other concepts	BOTH	On-going based on annual strategic planning development			
UNIFORMS						
Juniors	Designs/orders/maintains practice and regatta uniform supply for new and current members. Requires BOD approval of designs		Minimum 2x per year. Early winter / Early fall	JUNIOR PARENT:		
Masters	Designs/orders/maintains practice and regatta uniform supply for new and current members. Requires BOD approval of designs		Minimum 2x per year. Early winter / Early fall	MASTERS:		
Casual Wear	Designs/orders/maintains supply for new members. Requires BOD approval of designs.		Minimum 2x per year. Early winter / Early fall	MASTERS: JUNIORS:		
COMMITTEES						
MEMBERSHIP / SOCIAL	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 program concepts. Provides updates to BOD monthly.	BOTH	Monthly meetings as feasible.			
EQUIPMENT/ASSETS						
<i>BOATHOUSE</i>	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 clean, maintain, and repair WRA assets.	BOTH	Maintenance plan annually.			
<i>FLEET MAINTENANCE TEAM</i>	Rigging/parts/routine maintenance. Manage repair reporting. Coordinates with head coaches. Purchases must be pre-approved by BOD based on available equipment funds.			Mike/Sean/Andy	iCrew Access	
Shell maintenance schedule/logs		BOTH			Boat maintenance logbook (currently in equipment assets folder)	
Launch maintenance- schedule/logs/storage		BOTH			? Who is responsible for maintaining fuel supplies for launches?	
Trailer maintenance- schedule/logs/storage		BOTH				
Rowing support/safety equipment upkeep	Maintains assets such as oars, lights, speed coaches, etc. Schedules seasonal work parties to ensure oars are painted, grips are replaced, etc.	BOTH				
SAFETY	Review of Safety Policy. Alignment with US Rowing. Ensure members are complying with safety policies. Develop signage as appropriate to convey safety information. Maintain safety equipment including AED, first aid supplies, etc.	BOTH	Quarterly checks of supplies. Annual review of policies.	MASTERS: Lisa JUNIORS:	Handbook.	