

## **NRR BOARD AND VOLUNTEER POSITION DESCRIPTIONS 2011 SEASON**

### **President – KAY VILARDI**

- Oversees/manages all other positions
- Presides over monthly meetings and any special board meetings as are called from time to time
- Oversees Long Range Planning Committee and activities
- Serves as community liaison/point person for all dealings with Navesink Harbor, Red Bank, KHovnanian, Riverview Towers, etc.
- Requests any board member to fill in when unable to perform duties

### **Secretary/Vice President – ILENE KELLERT**

- Assists president as required or asked to
- Takes minutes at monthly meetings, distributes to all board members, and for publication in the newsletter (on NRR website)
- Answers club phone, including responding to all new inquiries about joining NRR. Refers callers to other board members if necessary

### **Treasurer – PAUL TOSCANO**

- Maintains the club checkbook (makes deposits, writes checks)
- Presents financial reports at the end of the year
- Reports on NRR's financial status at monthly meetings
- Informs coach of members who need to pay before being allowed to row
- Oversee credit card, on-line payments; interface with credit card companies and banks, with assistance from the operations manager
- Interfaces with various suppliers for the purchase of equipment and/or services
- Oversee annual budget process
  - Board members provide budget inputs to the Treasurer
  - Treasurer consolidates inputs into a proposed annual spending plan

### **Insurance Coordinator – JOHN CRILLY**

- Maintain club insurance
- Keep current on insurance-related issues, e.g. - is insurance needed for board members or competitions held on the Navesink
- US Rowing Liaison
- Oversee damage claims

### **High/Secondary Schools Liaison – JOHN CRILLY**

- Ranney
- RBC, CBA, RBR, Monmouth County Academies

## Community Outreach –

- **CLAUDIA LUCEY**
  - Fund-raising – plans, organizes fund-raising events
  - Publicity
  - Messaging/branding strategy
  - SOCIAL – Winter Party, Kaboom
  
- **CHRYS RAHEB-GILETA**
  - ROAR
  - Red Bank Rec Day, Red Bank Community Relations – **DAVID PROWN/w/ Co-Chair**
  - Monmouth County Parks Day – **with Co-Chair**
  - Group activity days – **with Co-Chair**
  
- **SPECIAL EVENTS COORDINATORS -**
  - Pink Bank - **LINDA**
  - Learn to Row Day – **OPEN**
  - Open House - **OPEN**
  - Paddle the Navesink - **OPEN**

## Masters Program – **LINDA ENSOR**

- Organize and coordinate the Masters Crew Camp.
- Create a Masters Crew Camp program description and recruit masters rowers for the program
- Develop novice, intermediate/advanced programs as part of the Masters crew camps
- Determine feasibility and possibly develop a competitive racing program
- Be the contact person for masters rowers with concerns or questions; represent the interests of masters rowers at board meetings; ensure that masters rowers are updated about club issues, changes, etc.
- Before and during the season, identify races in which Masters rowers can participate
- Poll masters about races in which they are interested and available to compete
- Periodically\* meet with head coach/youth coach and operations manager to develop practice schedules and coordinate boat usage. \*Periodically = prior to start of spring sprint season; before or at the start of youth summer camps; prior to fall head race season.
- Complete an equipment log sheet for each regatta (equipment leaving NRR, equipment returned to NRR post race), to ensure all equipment is returned in working order, and report any issues to the Race/Equipment Coordinator.

## **River Center Activity Team – LINDA ENSOR**

### **Equipment/ Facilities/Maintenance – PHIL FLEGO**

#### **General**

- Assembles racks at the beginning of the season and take them down at the end of season
- Inspects racks for sturdiness, replacing padding and tie-down ropes as necessary
- Locate and schedule winter storage for boats
- Arranges for the service of launches and engines
- Instructs in use of launches
- Works with president and landlord (Navesink Harbor) to get and keep site in compliance with DEP requirements

#### **Equipment/Maintenance Committee – BOB ENSOR**

- Inspect equipment and maintain repair lists.
- In collaboration with the Equipment Manager, performs repairs and maintenance on boats and launches as needed. Enlists and supervises additional volunteers to assist with the tasks.
- Works with the Equipment Manager, Ops Manager, Facilities Coordinator, and Service Coordinator (or others) to most effectively obtain needed parts, volunteers, and schedule work parties.
- Manage oar inventory
- Periodically checks the equipment log book for reports of damage; reviews issues with the Equipment Manager to determine course of corrective action
- Receives equipment tracking log sheets or feedback from coaches/masters from regattas to understand any equipment issues (loss, damage) that need to be addressed.

#### **Facilities - OPEN**

- Cleans out shed periodically
- Maintain grounds, mow lawn, control weeds

### **Spring/Fall Youth Program Coach – MARK MALONE**

- Recruit/select members for the spring and fall teams
- Recruit other coaches as needed
- Periodically\* meet with masters coordinator, head coach/youth coach and operations manager to develop practice schedules and coordinate boat usage. \*Periodically = prior to start of spring sprint season; prior to fall head race season.
- Works with the Ops Manager and head coach to develop policy for coaching payments (For example: what is considered paid time for coaches? Travel to and from races? Time coach spends doing paperwork? On the phone? Time at monthly meetings? What happens if

coach shows up for class but winds up having to cancel it due to weather conditions or because students don't show up? Does the coach still get paid? What is our policy for reimbursing coaches for cost of phone calls?)

**Vehicle Inspection – MARK MALONE**

**Capital equipment spending plan – MARK MALONE**

**Volunteer Coordinator – DOREEN JAKUBCAK**

- Develop database to track members interests and volunteer service hours performed
- Provide periodic reports to the board summarizing service hour status
- Identify potential volunteers to board members for support in their respective areas
- Develop dock master position description
- Work with the Ops Manager to set up the shed bulletin board and file storage areas at the beginning of the season; periodically check during the season to provide updates, new supplies – **MARY ELLEN SWEENEY**
- Manage dock master implementation and volunteers - w/ **MARY ELLEN**

**Safety** - Maintain first aid kits, rescue equipment, life jacket inventory, other safety supplies – **MARY ELLEN**

**Club Photographer – OPEN**

**Club Historian - OPEN**

**Operations Manager – SUSAN MELTSNER (732-863-1321 [nrrnews@gmail.com](mailto:nrrnews@gmail.com))**