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Lake Braddock Crew
2019-2020 Board Members
Recruitment Form

All forms due back to the Nominating Committee no later than Friday, April 26, 2019.

Please turn them into a committee member: Paula Monachelli, Donna Poulin, Claude Long, Aaron Duke or Alfredo Carrion or via email to: monachellips@gmail.com.

Name:

Position(s) You Are Interested In:

Have You Held a Previous Position with Lake Braddock Crew or any other board – if so, list position(s):

List any experience and leadership qualities related to the position you are interested in holding:

Please briefly explain why you would like this position:

Position	Description of Responsibilities	Time Commitment in the Off Season (hrs/week)	Time Commitment During the Season (hrs/week)
President	Presides at all meetings. Performs such other duties as customarily pertain to the office of President, or may be directed to perform by the Board. Is the primary liaison between the Board, the Principal, and the Director of Student Activities at Lake Braddock Secondary School.	4 (JUL - OCT)	5 - 10+ (NOV - JAN) — 10+ (FEB - MAY)
Vice President, Operations	Responsible for coordination of Club activities, including obtaining and maintaining equipment and practice location; boat repairs; uniform options; coach recruiting, contracts and supervision; regattas, and camps. Coordinates all activities for regattas. Responsible for maintaining an inventory of all physical assets. The VP Operations works closely with the Board Officers to build the financial plan for the upcoming rowing year including potential capital investments. *** If interested in the VP Ops positions, we have more detailed descriptions available.	5 - 10 (JUN - FEB)	10 - 20 (FEB - MAY)
Vice President, Ways and Means (Fundraising)	Responsible for all fundraising to support the Lake Braddock Crew team. Overall in charge of team spirit wear and uniform ordering to include, but not limited to ordering, changes, and distribution. Responsible for gaining advanced approval of all fundraising events with the Athletic Director. Ensures overall compliance of fundraising events with Fairfax County Policy, Lake Braddock Rules, and Virginia High School Athletics. Ensures LBCBC is compliant with regards to fundraising in accordance with the 501C3 charter. Responsible for the oversight of the team PayPal account and Shopify account. Works with the President and Vice Presidents of Administration and Operations to ensure financial requirements and needs of the club are met. The VP of Ways and Means works closely with the Board Officers to build the financial plan for the upcoming rowing year.	1 - 3	15 - 20
Vice President, Admin	Responsible for coordination of all Club activities related to corporation documents, insurance and legal matters, and shall maintain those corporate documents not specifically assigned to other Officers. Coordinates activities relating to membership recruiting and rosters, transportation to practices, newsletters, and other communications and publicity. Ensures all rowers' dues are paid in full and works closely with the Board Officers to build the financial plan of the upcoming rowing year.	1 - 2	4 - 12
Secretary	Record the minutes of all meetings, forward the minutes to the Board in a timely manner as determined by the Board and maintain a complete file of all minutes of all General and Board meetings. Maintains all historical records, including public documents, news articles, and regatta results. Serves as the team's historian. Assists Vice Presidents as needed; works closely with the President, VP Admin and VP Ways and Means to address issues and captures action items from board meetings.	1	1
Treasurer	Disburses and has custody of all funds, securities, and financial documents of the LBCBC. Provides and maintains a full and complete record of all of the assets and liabilities. Prepares and submits to the Board an annual financial plan no later than the September meeting. Files necessary Internal Revenue Service reports and ensures that the bookkeeping system is operated in accordance with generally accepted accounting principles.	1 - 2	5 - 8