



Radnor Girls Crew Club

Volunteer Opportunities

Name: _____

Email: _____

Phone: _____

Daughter/Class: _____

I would be interested in the following volunteer opportunities:

Future Board Service

- Vice President/President
- Secretary
- Treasurer
- Institutional Advancement

Regattas

- Hospitality Trailer Tower
- Boat Trailer Tower (truck is rented)
- Still Photography
- Videography

Class Parent

- Class of 2011
- Class of 2012
- Class of 2013
- Class of 2014

Committee Participation

- Fundraising
- Communications
- Hospitality
- Alumnae
- Spirit Wear
- Banquet
- Nationals
- Financial Review
- Team Photos

Website

- Maintenance

The Radnor Girls Crew Club is a volunteer organization. Your help makes the difference between a good club and a great club. Please volunteer.

For more information or answers to questions, or to share ideas, please contact Carol Turner, President, at (484) 431-6398 or carol@radnorcrew.org.

Board Positions

- **Vice President** serves a one-year term and then moves into the President position. Shares many of President's duties, as requested. With President, oversees operations of the club, liaises with coaches, communicates with coaches and parents, liaises with external bodies (including RHS), distributes communiqués, coordinates outreach and rower development programs, and prepares grant proposals.
- **Treasurer** manages all finances of the club, maintains books and records, prepares operating budgets and financial reports, signs all checks, manages insurance, and coordinates tax return filing.
- **Secretary** maintains club forms and documents, collects and manages required rower registration documents, maintains member roster and contact information, prepares meeting minutes, and updates bylaws and position descriptions, as necessary.
- **Director of Institutional Advancement** provides strategic direction for fundraising efforts, coordinates all fundraising efforts, assembles and manages volunteers for fundraising efforts, establishes corporate sponsorship program, and manages alumnae chairperson.

Committees

- **Fundraising** works with the Director of Institutional Advancement to further the club's fundraising requirements to further its mission.
- **Communications** maintains and updates the website content (photos, videos, race results), writes and sends press releases to local papers, develops collateral to promote RGCC programs and events, and communicates with parents.
- **Hospitality** organizes food and beverage for all regattas, manages hospitality assignments for families (as necessary), maintains hospitality supplies, and updates hospitality guidelines.
- **Alumnae** maintains alumnae database of athletes and parents and coordinates homecoming regatta activities. Reports to Director of Institutional Advancement.
- **Spirit Wear** selects logo gear for merchandising to club members, orders and markets merchandise, and collects payment.
- **Banquet** organizes the spring banquet (held shortly after the final regatta, in late May), including venue, menu, decorations, and awards.
- **Nationals** organizes logistics, transportation, lodging, and food and beverage for athletes advancing to SRAA Nationals (venue changes annually).
- **Financial Review** conducts, on no less than an annual basis, an independent review of the financial books and records and the financial controls of the club.
- **Team Photos** coordinator oversees the team and individual photo shoot, which occurs in the spring, coordinating between the photographer and the coaches.

Class Parents

- Help with communications to athletes and parents.
- Assist with recruiting volunteers for club activities.
- Pro-actively find other ways to better the club members' experience.

Regattas/Miscellaneous

- **Hospitality Trailer Towers** tow our small hospitality trailer to and from the river. Your vehicle must have a trailer hitch.
- **Boat Trailer Towers** tow our boats to and from the river. A ¾-ton pickup truck is rented for this purpose, so you don't need to have a vehicle capable of towing. **Towing experience is required.**
- **Regatta Photographers and Videographers** help to preserve the memories of our regattas.
- **Web Maintainers** help to improve the functionality and look of the RGCC website and blog and update content as necessary.