

AARC Job Descriptions

LIST B -- MEMBERSHIP

ROLE	Social Chair
PURPOSE	Promote club spirit, camaraderie & club identity. Provide opportunities for club members to meet & get to know each other.
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Serve as point person for monthly club Barbeques (May, June, August, September) Read "BBQ Support" Job Description & support that role. Obtain BBQ checklist from Membership Chair. Take ½ hour for initial inventory of club supplies; replenish as needed. 2. Coordinate End of the year banquet (November) <ol style="list-style-type: none"> a. reserve location; caterer (2-month lead time) b. select menu with caterer c. work with Membership to handle registration d. work with Board Members to set up "program" e. during event, take charge of set-up and clean-up. 3. Consider other social activities to promote friendship/camaraderie among AARC members.
LIMITS	\$100.00 per BBQ; \$?? .00 for end of year party.
CALENDAR CONSIDERATIONS	Need to select dates for non-BBQ events. Promote event 2 -3 weeks prior to event.
AMOUNT OF TIME	
QUALIFICATIONS	A commitment to make this happen on time and within budget.
CLUSTER LEADER	Membership Chair (Marcia L.)
OTHER COORDINATION WITHIN AARC	Treasurer (for processing reimbursement payments, etc.) Webmaster – to promote events

ROLE	CLUB BBQ SUPPORT
PURPOSE	To make these social events possible.
RESPONSIBILITIES	<p>For one BBQ, work with one other member to:</p> <ol style="list-style-type: none"> 1. Arrange for club-provided food (burgers, etc.) and supplies (tableware). --Obtain checklist from Social Chair. --Do shopping and give receipts and AARC Reimbursement Form to Treasurer. 2. Lead set-up process at boathouse (tables and grill). 3. Solicit grill-master. 4. Lead clean-up process.
LIMITS	
CALENDAR CONSIDERATIONS	Choose from dates of: MAY 15, JUNE 12
AMOUNT OF TIME	Mainly attending BBQ from start to finish.
QUALIFICATIONS	Commitment to food safety.
CLUSTER LEADER	Membership.
OTHER COORDINATION WITHIN AARC	

ROLE	Merchandise Lead (filled by Laurie M. and Jessie G.)
PURPOSE	Use merchandise to provide one AARC means of promoting club spirit and hospitality.
RESPONSIBILITIES	<p>1. Make team racing attire available for sale to members. Includes administering group orders with two primary vendors.</p> <p>2. Coordinate with AARC program leaders to support their budget and plan for merchandise. For example: --Adult LTR t-shirts. --Youth LTR t-shirts. --Coach regatta attire and gifts. --MCI t-shirts and other merchandise.</p> <p>3. Facilitate club members' access to non-AARC sources of rowing merchandise (e.g., place links on web page).</p> <p>Other Responsibilities: Tchotchkes. For any type of merchandise that adds to enjoyment of the sport and/or that expresses that enjoyment, serve either as point person for other members' initiatives and/or initiate ideas of your own,.</p>
LIMITS	<p>Fun initiatives are encouraged but must stay within budget (for any recommended exceptions, secure approval from cluster leader).</p> <p>Official AARC logo should be used on all merchandise (for any recommended exceptions, secure approval from cluster leader).</p>
CALENDAR CONSIDERATIONS	Vendors require 4-8 weeks between group order and shipment. Racing attire ordering process begins in January for splash jacket availability in April.
AMOUNT OF TIME	<p>Average ~2-3 hours per week, plus initial planning time.</p> <p>A good way to divide this role between two people is racing attire and tchotchkes.</p>
QUALIFICATIONS	A commitment to make this happen on time and within budget.
CLUSTER LEADER	Membership (Marcia L.)
OTHER COORDINATION WITHIN AARC	Treasurer (for processing invoice payments) Webmaster (for e-commerce set-up) LTR Lead (t-shirt plan) Youth LTR Lead (t-shirt plan; coach regatta attire) Sweep Manager (coach regatta attire & gifts) MCI Manager (t-shirt & possibly other merchandise) Graphic Designers (if new designs are pursued)

Open House Preparation (filled by Michelle N.)

AARC sponsors a 3 hour open house to help market the upcoming season's programs. Prospective members/LTR participants have the opportunity to view the facility, see the equipment, speak with members, and talk with the respective program directors. In 2008, the Open House was held on the same day as the Spring Work Day. The two activities worked well together (the weather was sunny and brisk) with lots of activity at the BH, and many members on hand to show off the facility.

PREPARATION:

- Set Date during December/January board meeting
- Place notice in
 - Ann Arbor News "Happenings"
 - Ann Arbor Observer
 - Ann Arbor on-line calendar
 - Michigan Daily
- Make copies & distribute Open House Flyer to Board to post in coffee houses, work place, stores, libraries and other public boards.
- Distribute Open House Flyer, via email, to:
 - AARC members
 - High School coaches for distribution to parents/rowers
- Update AARC TRI-FOLD
 - Print 50 copies for Open House/Upcoming Season/Displays
- Collect & Edit 1 page handout from program heads; (20 copies each)
 - Sweep Rowing
 - Learn to Row
 - Sculling & Learn to Scull
 - Youth LTR and Rowing Programs
 - Swim Tests/Swim Test Locations

DAY OF OPEN HOUSE:

- Set up 4 tables for programs; Program Leads expected to be there;
- Photo Display from each program (if available)
- Merchandise display
- Rowing Trophies

- 2 Ergs for demo

- **Interest/Sign In Sheet**