

AARC Job Descriptions

LIST B: SPECIAL PROJECTS

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| ROLE | AARC Process Documenter (1-2 person role) |
| PURPOSE | Help create resources for some key AARC Operations |
| RESPONSIBILITIES | <p>Create documentation for existing AARC operations.</p> <p>Priority examples are:</p> <ul style="list-style-type: none"> --Quick Catch Plan (the agenda for the day & advance preparation) --Learn-to-Row Class Instructor Job Description --Cox Training for Sweep Program --Regatta Captain Checklist <p>For each example:</p> <ol style="list-style-type: none"> 1. Before the operation/event, interview designated AARC members who have led it and/or are doing so in 2009 & note their description (20-30 minutes). 2. Observe the operation/event as an observer, and add notes. (Time varies by operation.) 3. Create user-friendly documentation. <p>The operations occur May-July, and the documentation product should be drafted within two weeks of the observation step.</p> |
| LIMITS | -- |
| CALENDAR CONSIDERATIONS | <p>Key Dates:</p> <p>June 6 Quick Catch; June-July Cox Training; May-June LTR Instruction; June 20 or 27 Regatta</p> |
| AMOUNT OF TIME | At least 3 hours per operation. |
| QUALIFICATIONS | |
| CLUSTER LEADER | Special Projects |
| OTHER COORDINATION WITHIN AARC | Primary Resource: Stewardship System Development (Karen G.) |

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| ROLE | ARGO POND – AARC REPRESENTATIVE (filled by Ron W.) |
| PURPOSE | Lead AARC intelligence and advocacy re: Argo Dam issue |
| RESPONSIBILITIES | [As being implemented.] |
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| LIMITS | |
| CALENDAR CONSIDERATIONS | 2008-09 focus |
| AMOUNT OF TIME | |
| QUALIFICATIONS | |
| CLUSTER LEADER | Board of Directors |
| OTHER COORDINATION WITHIN AARC | |

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| ROLE | Strategic / Long Term Planning Committee Member |
| PURPOSE | |
| RESPONSIBILITIES | Please contact Michelle N. for information about this role. |
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| LIMITS | |
| CALENDAR CONSIDERATIONS | |
| AMOUNT OF TIME | |
| QUALIFICATIONS | |
| CLUSTER LEADER | |
| OTHER COORDINATION WITHIN AARC | |

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| ROLE | Boat Committee Member |
| PURPOSE | |
| RESPONSIBILITIES | Please contact Michelle N. for information about this role. |
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| LIMITS | |
| CALENDAR CONSIDERATIONS | |
| AMOUNT OF TIME | |
| QUALIFICATIONS | |
| CLUSTER LEADER | |
| OTHER COORDINATION WITHIN AARC | |

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| ROLE | By-Laws Governing Group |
| PURPOSE | |
| RESPONSIBILITIES | Please contact Michelle N. for information about this role. |
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| LIMITS | |
| CALENDAR CONSIDERATIONS | |
| AMOUNT OF TIME | |
| QUALIFICATIONS | |
| CLUSTER LEADER | |
| OTHER COORDINATION WITHIN AARC | |