

Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
MCLEAN CREW BOARD						
President	Responsible for the day-to-day operations of McLean Crew Club. Ensures compliance with policies of MHS, MCC, VASRA and the Virginia High School League. Manages coaching staff contracts and serves as point-of-contact with coaches. Point of contact for MHS Student Activities Office and FCPS Administration. Presides at all Board and membership meetings.	On-Going	1	6	Molly Hoffman	Cora Murphy
Vice President, Admin	Oversee administrative activities of MCC. Collect and maintain membership records; track membership registration. Create Membership Agreement; update MCC Handbook. Ensure all board members and coaches have background checks every two years. Coordinate website updates. Oversee Uniform/Spiritwear offerings. Coordinate year-end awards.	On-Going	1	6	Neda Hamandi	Paula Calabria
Vice President, Ways & Means	Responsible for MCC fundraising activities. Develop funding ideas. Plan and execute fundraisers; secure and oversee all fundraising committee chairs. Prepare sponsorship contracts and assist with soliciting sponsors. Handle administrative aspects of fundraising: book venues, work with coaches to secure school permission and work with Secretary and social media coordinator to ensure publicity. (& 2024-2025: Leading Holiday Fundraiser)	On-Going	1	6	Brita Anderson	Laura Broderdorf
Vice President, Operations	Responsible for and maintain physical inventory of equipment owned and operated by MCC, including history of equipment maintenance and insurance coverage. Responsible for maintenance and transportation of equipment and property, coordinating with coaches to assess need for repair or replacement. Responsible for purchase and disposition of equipment and supplies in coordination with coaches. Maintain ergometer summer rental program.	On-Going	1	6	Amber Westland	Amber Westland
Secretary	Present at every MCC meeting and keeps the minutes. Communicate notice of all meetings and makes minutes of meetings available. Maintain historical roster of membership including current addresses, email and phone numbers. Manage club's communications across multiple platforms, to include the maintenance of multiple distribution lists. Coordinate scheduling MHS facilities and the promotion of MCC activities with the MHS Activities Office. Create and maintain club calendars in coordination with the webmaster. Coordinate review and revision of bylaws. Oversee Historian (record book and awards) and Social Media/PR coordinator (Facebook, Twitter etc.).	On-Going	1	6	Cora Murphy	Susan Thomas

Treasurer	Prepare and maintain operating budget. Collect monies from dues, fees and fundraising activities and maintain accounts of all receipts and expenditures (in Quickbooks). Prepare and distribute monthly financial reports and present at every membership meeting. Oversees budget (cash flow and policies). Manage expenses and disbursement, as well any unpaid balance due to the club by members. Prepare and submit tax filings. Prepare materials and comply with requests of audit committee. CPA highly desired.	On-Going	1	6	David Kirk	David Kirk
Regatta Chair	Responsible for MCC support of/participation in Regattas. Coordinate logistics of Local Regattas (coaches, communication, food, volunteers). Oversee committee responsible for logistics of Away Regattas (hotel reservations, chaperones, volunteers, food tent, team dinners, etc.). MCC's VASRA representative: attend all VASRA meetings and respond to VASRA requests. Ensures MCC fulfills VASRA regatta volunteer assignments including recurring positions.	On-Going	1	6	Heather Whitney	Julie Tran
Member-at-Large, Rower Operations	Management of committees related to rower operations including: Social Committee (1st meeting, Winter Social, All-Team Boat Dinner, Boat Naming and Year End Picnic), Recruiting Committee (Interest Meetings, Learn-to-Row Program, swim testing), Transportation Chair (bus transportation contract and liaison, Badging Process, Bus Chaperone Coordinator).	On-Going	1	6	Lauren Funkhauser	Kristen Kucko
Member-at-Large, Volunteers	Review and create proposal for volunteer requirements in Membership Agreement. Track volunteer points from sub-committees and monitor overall compliance with membership agreement. Responsible for solicitation and maintenance of "overall" volunteer vacancies, not otherwise specified (see organizational chart).	On-Going	1	6	Bridget Binder	Elizabeth Ruhl
PRESIDENT	CONTACT: CORA MURPHY AT PRESIDENT@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
President in Training	Assist President with all duties and learn the role to take over next year.	On-Going	1	5	Cora Murphy	To be communicated
TBC Liaison	Serve as the point of contact between TBC and MCC. Attend TBC meetings as necessary.	On-Going/ Periodic	1	2	n/a	n/a
Nominating Committee	Finding and recommending candidates for MCC Board vacancies. Must be willing to meet with MCC members and Board to assess needs.	Spring	3	3	Pouneh Barnes, Anne Morrison, Eva Mykolenko	(1) Anne Morrison, (2) Pouneh Barnes, (3) Early Recruiting
Alumni Coordinator (new)	Send out quarterly newsletters to Alumni and organize a reunion dinner next summer	Ongoing	1	2	n/a	n/a

Insurance Coordinator (new)	Assist President in making sure payments have been made to correct policies and filing claims as needed.	Ongoing	1	2	n/a	n/a
Audit Committee	Review of prior year records. Volunteers should have a working understanding of income statements and balance sheets. Ideal candidates have an understanding of federal taxes, but not required.	Summer/Fall	3	1	April Nguyen, Partha Som, Ricardo Roques	(1) Partha Som (2) Early Recruiting (3) Early Recruiting
VICE PRESIDENT, ADMIN	CONTACT: PAULA CALABIA AT VPADMIN@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
Safe Sport Manager & Vice President in Training, Admin	Ensure compliance with US Rowing & Safe Sport Program. Assist VP with all duties and learn the role to take over next year.	On-Going	1	5	Paula Calabia	Partha Som
Parent Liaison	Serve as the point of contact for questions/concerns related to team.	On-Going	1	2	n/a	n/a
Merchandise & Gear/Clothes Manager	Coordinate uniform orders and spirit wear purchases. Maintain collection of donated clothes and gear and make available to rowers	On-Going/ Periodic	1	4	Debbie Hall	Khyati Nayak
Merchandise & Gear/Clothes Manager in Training	Assist with and learn role to Coordinate uniform orders and spirit wear offerings	On-Going/ Periodic	1	2	Khyati Nayak	Recruiting
Safe Sport Program Manager	Ensure compliance with US Rowing SafeSport Program.	On-Going	1	4	Paula Calabia	MERGED - Will return to separate position in 2025-2026
Safe Sport Program Manager in Training	Assist with and learn role to ensure compliance with US Rowing Safe Sport Program.	On-Going	1	2	Merging this position into VP Admin in training/Safe Sport Manager in 24-25 season	MERGED
SECRETARY	CONTACT: SUSAN THOMAS AT SECRETARY@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
Secretary in Training	Assist Secretary with all duties and learn the role to take over next year.	On-Going	1	5	Susan Thomas	n/a
Webmaster	Design and maintain MCC website.	On-Going	1	5	Chris Szara	Chris Szara
Webmaster in Training	Learn role to design and maintain MCC website.	On-Going	1	2	n/a	
System Administrator	Manage Office 365, SharePoint, GoDaddy, and other systems maintained by MCC.	On-Going	1	4	Rick Barnard	Aki Jain
Historian	Maintain records of important MCC events. Organize and document club's history.	On-Going	1	2	n/a	Noah Egorin

Photographer	Maintain photos of important MCC events. Photograph rowers at practices and regattas. Edit photos for purchase and for promotional use.	On-Going	2	5	Liz Pham, Tim Steeg	(1) Tim Steeg, (2) Noah Egorin
Social Media/PR	Regularly update MCC's Facebook, Twitter & Instagram content	On-Going	1	4	Kevin Wu	Kevin Wu
Social Media/PR in Training	Learn how to regularly update MCC's Facebook, Twitter & Instagram content. Become Social Media/PR lead next year.	On-Going	1	2	n/a	n/a
TREASURER	CONTACT: DAVE KIRK AT TREASURER@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
Treasurer in Training	Assist Treasurer with all duties and learn the role to take over next year. CPA highly desired.	On-Going	0	5	n/a	Early Recruiting
Online Store Manager	Manage online store	On-Going	1	4	Aaron Weiss	Aki Jain
Online Store Manager in Training	Assist with and learn to manage the online store with the plan to be the lead next year.	On-Going	1	2	n/a	n/a
Mailbox Person	Check PO Box and school mailbox regularly, sometimes 2x/week during high season. Handle mail accordingly.	Ongoing	1	1	n/a	Early Recruiting
VP WAYS AND MEANS	CONTACT: LAURA BRODERDORF AT VPWAYSANDMEANS@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
VP Ways and Means in Training	Assist VP Ways and Means with all duties and learn the role to take over next year.	On-Going	1	5	Laura Broderdorf	n/a
Holiday Fundraiser Lead	Plan & execute holiday wreath, garland, paw thaw sale	Fall/Winter	1	5	Caroline Yu	Rolled up to LAURA BRODERDORF 24-25
Holiday Fundraiser Lead in Training	Train to take over the holiday wreath, garland, paw thaw sale	Fall/Winter	1	2	n/a	N/A
Holiday Fundraiser Administration	Help with administration of Holiday fundraiser sales	Fall/Winter	1	2	n/a	n/a
Corporate Fundraising	Work to get MCC corporate sponsors. Local businesses interested in sponsoring the team in exchange for advertising on our website.	On-Going	1	2	Need	Early Recruiting
Gift Cards	Coordinate and promote gift card program to community	On-Going	1	2	Lynne Vicenzo	Lynne Vicenzo
Gift Cards in Training	Assist with and learn to coordinate and promote gift card program to community with the plan to be the lead next year.	On-Going	1	1	n/a	Recruiting
Restaurant Nights	Coordinate fundraising events at local restaurants and promote to community	On-Going	1	3	Need	Early Recruiting
Mulch Committee Co-Chairs	In charge of all of Mulch Madness. Counts for mulch credit, plus volunteer points	Winter/Spring	2	5	Michelle Egorin, Wendy Rath	(1) Michelle Egorin, (2) Wendy Rath
Mulch Committee Chair in Training	Learn the chair role and STRONGLY assists Chair with responsibilities. Be there the whole weekend. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	3	n/a	(1) Kristen Saunders,(2) Early Recruiting

Mulch Committee Sales Lead	Work with rowers on sales of mulch. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	5	Randy Crumpler	Randy Crumper
Mulch Committee Sales Lead in Training	Work with rowers on sales of mulch. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	2	n/a	Early Recruiting
Mulch Committee Yard Boss	In charge of the Yard for the entire weekend. Counts for mulch credit, plus volunteer points.	Winter/Spring	2	5	Partha Som	(1) Recruiting, (2) Recruiting
Mulch Committee Yard Boss in Training	Learn the Yard Boss Role for next year. Organize and run the yard during mulch weekend. Counts as mulch credit, plus volunteer points.	Winter/Spring	1	2	n/a	n/a
Mulch Committee Routing	Determine the route of all the trucks for mulch weekend. Counts for mulch credit, plus volunteer points	Winter/Spring	1	5	Nagwa Khordagui	Recruiting
Mulch Committee Routing in Training	Learn how to determine the route of all the trucks for mulch weekend. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	2	Luis Alfonzo	n/a
Mulch Committee Dispatch	Work in the yard for mulch weekend to dispatch the trucks. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	3	Vidit Mathur	Senait Tekle
Mulch Committee Dispatch in Training	Learn the dispatch role for next year. Dispatch sends all the trucks out during mulch weekend. Counts as mulch credit, plus volunteer points.	Winter/Spring	1	2	Senait Tekle	Recruiting
Mulch Committee Food Tent	Work and organize the food tent for mulch weekend. Counts for mulch credit, plus volunteer points.	Winter/Spring	2	3	Liz Pham, Susan Thomas	(1) Recruiting, (2) Recruiting
Mulch Committee Food Tent in Training	Learn the food tent role for next year. Work and organize the food tent for mulch weekend. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	2	n/a	Deferred
Mulch Committee Volunteer Coordinator	Solicit and organize volunteers for mulch weekend. Counts for mulch credit, plus volunteer points.	Winter/Spring	1	3	Laura Broderdorf	Laura Broderdorf
Ergathon Lead	Plan & execute winter fundraising event	Winter	1	5	Anne Butler	Early Recruiting
Ergathon Lead in training	Learn the ergathon lead position for next year.	Winter	1	3	n/a	Deferred
VP OPERATIONS	CONTACT: AMBER WESTLAND AT VOPERATIONS@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
Operations VP in Training	Learn all aspects of crew operations, assist with operational management, maintain documentation, track spending, establish and maintain vendor relations, track supplies, maintain supply chain, manage insurance documentation, equipment registration with various authorities. Must have flexibility and availability year-round. Ideally sophomore parent, cannot be senior parent. Should understand equipment needs and excel at communication with coaches, vendors, Board members, and ops managers. Person should be highly organized and enthusiastic about growing the program's equipment profile.	On-Going	1	5	n/a	Early Recruiting

Inventory Manager	Support coaches with managing racing shells. Conduct pre-season check on supplies and produce purchase orders with vendors. Order and deliver spare parts to coaches as needed through season. Help clean and organize equipment sheds at TBC regularly. Ensure sheds are secure regularly. Maintain spreadsheet of supplies on hand and track usage. Carefully track spending with VP.	On-Going	1	4	Emily Terrell	Emily Terrell
Erg Manager	Manage all aspects of ergometers. Purchase new equipment and parts. Run summer rental program. Sell old inventory. On call during winter training to repair and maintain. Careful tracking of inventory in spreadsheet. Coordinate with coaches pre and post season. Run spring and fall Erg Workday workshops to recondition, prepare and store. Track spending with VP.	On-Going	1	5	Rick Barnard	Don Clemons
Erg Manager in Training	Learn to all aspects of managing ergometers including purchasing, summer rental program, selling, and maintenance. Assist with tracking of inventory, coordinating with coaches pre and post season and Erg Workday workshops to recondition, prepare and store. Full credit given only given if signed up by October 1.	On-going	1	3	Don Clemons	Early Recruiting
Launch Manager	Manage all aspects of launches (outboard engine troubleshooting, marine electrical systems, hull inspections, marine fuel systems, DC harbor patrol policies, marina protocols, river navigation and safety). Coordinate delivery of launches to the Potomac pre-season and removal post-season, as well as for Learn to Row program in the fall. Periodically and systematically inspect launches for maintenance tasks year-round. Coordinate all repair activities with vendors. Track repair history and costs in spreadsheet. Must be flexible and available during weekdays and weekends. Must be comfortable on the river, understand trailering, and be able to lead others during launch movement. Track spending with VP.	On-Going/ Periodic	1	5	John Mechem	John Saunders
Launch Manager in-training	Learn the job for next year	On-Going/Periodic	1	4	John Saunders	n/a
Launch Manager Assistant	Assist Launch Manager with all aspects of launches (outboard engine troubleshooting, marine electrical systems, hull inspections, marine fuel systems, DC harbor patrol policies, marina protocols, river navigation, and safety.			2		Early Recruiting

Safety Box Manager	Maintain safety box inventory and replace items as needed. Deliver safety boxes to TBC pre-season and retrieve them after the season, <u>also provide safety boxes for Learn to Row in the fall.</u> Ensure contents are in compliance with USCG and US Rowing requirements and recommendations for inland waterway usage. Collect safety boxes post-season. Purchase any missing equipment post season. Ensure safe storage off-season. Track spending with VP.	Spring/Fall	1	2	Jay Kucko	Recruiting
Safety Box Manager In Training	Learn the job for next year	Spring	1	1	n/a	n/a
Cox Box Manager	Manage all aspects of cox boxes, action cameras (GoPros) and radios. Purchase cox box supplies as needed. Troubleshoot post season and determine repair options with vendor. Coordinate with coaches in Spring to release equipment to coxswains and review scope of responsibilities. Collect cox boxes, action cameras, and radios post season and process/refurbish equipment. Track spending with VP. Ideal for parent of a Coxswain.	Spring/Summer	1	2	Emily Terrell	Recruiting
Cox Box Manager In Training	Learn the job for next year. Ideal for parent of a Coxswain.	Spring/Summer	1	2	n/a	n/a
Shell and Launch Trailer Team Member	Coordinate shell trailer maintenance and safety inspections. Work with VP Operations to register with DMV and county if needed. Find a vendor and secure a contract to deliver racing shells from TBC to regattas locally and out-of-state. Register launch trailers and arrange for any require maintenance as needed.	Spring	1	3	n/a	n/a
MEMBER AT LARGE, ROWER OPERATIONS	CONTACT: KRISTEN KUCKO AT MEMBERATLARGE@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
Member at Large Rower Ops in Training	Assist Board Member with all duties and learn the role to take over next year.	On-Going	1	5	Kristen Kucko	N/A
Badging Chair	Work with Member-At-Large1 - Rower Ops to get FCPS Badges for parent volunteers	Fall/Winter	1	2	Elizabeth Ruhl	Kristen Kucko
Bus Chaperone Coordinator and Practice Bus Communicator	Plan & secure required bus chaperone volunteers. Keep track of sign-up genius. Communicate with bus company regarding changes to schedule and delays and keep parents informed.	Spring	1	4	Rashmi Mathur	Rashmi Mathur
Parent Social Coordinator	Organize parent socials early in year and during spring break	Spring	1	3	Josephine Millward	Recruiting
Full Boat Dinner Coordinator	Plan & execute 1st Boat Dinner with entire team	Spring	1	2	Beth Melby	Beth Melby

End-of-Year Awards Picnic Coordinator	Plan and execute picnic for annual membership meeting and awards ceremony.	Spring	1	2	Jaime Lees	Recruiting
Spring Break Coordinator	Work with coaches to plan the food and team building activities during Spring Break camp at TBC	Winter/Spring	1	5	Scott Barnes	Scott Barnes
Recruiting Coordinator (new)	Assists Member at Large for Rower Operations with efforts to attract new rowers, including Celebrate McLean, Interest Meetings, and Learn to Row Program in September. Work involves publicizing these events, as well as developing and implementing additional methods to attract new rowers to the Club in the run up to the October membership meeting.	Fall/Summer	1	2	n/a	Kristen Kucko
MEMBER AT LARGE, VOLUNTEERS	CONTACT: ELIZABETH RUHL AT MEMBERATLARGE2@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Points per Job	2023-24	2024-2025
Volunteer Board Member in Training	Learn to be the Member at Large for Volunteers. Assist in all aspects to include point tracking and Sign Up Genius.	On-Going	1	5	Elizabeth Ruhl	Early Recruiting
Launch Driver Training Coordinator	Coordinates launch driving training for parents	Winter	1	2	Daniel Marquardt	Recruiting
Study Hall Chaperones	Chaperones boys team during daily study hall from mid-Nov to mid-Feb. 3 credits per day selected.	Winter	3	3	Asmaa Abughazaleh, Stacey Gorny, Josephine Millward	Mon & Fri: Asmaa Abughazaleh; Tues: Josephine Millward, Wed: Early Recruiting
REGATTA CHAIR	CONTACT: JULIE TRAN AT REGATTACHAIR@MCLEANCREW.ORG					
Volunteer Position	Description	Time Frame	No. Positions	Credits per job	2023-24	2024-2025
Regatta Board Member in Training	Learn to be next season's Regatta Chair, and shadow regatta chair at select local and away regattas. Great position for a freshman or sophomore parent and someone who loves to plan events and meet all the parents and volunteers.	Spring	1	5	n/a	N/A
Local Regatta Coordinator/Regatta Chair in Training	Overall coordinator of all local regattas, work with regatta communications coordinator for weekly communications, supervises local regatta tent coordinator and local regatta shopper. Learn to be next season's Regatta Chair, and shadow regatta chair at select regattas. Great position for someone who loves to plan events and meet everyone in the club.	Spring	1	5	Julie Tran	Early Recruiting
Local Regatta Shopping Coordinator	Work with Regatta Chair and grill master on menu and shop for team tent at all local regattas, set up food at the tent, including extended menu for Charlie Butt Regatta	Spring	1	5	Mahalia Clemons	Defered until later

Local Regatta Tent Coordinator	Set-up/take down of tents and snack tables at the VASRA regattas, including Charlie Butt. Set up tents before regatta start and break down tents at regatta end. Need large car or SUV to transport tables and tents.	Spring	2	5	Sanjeev Singh, Xuemin Zhang	Defered until later
Away Regatta Coordinator	Overall coordinator of away regattas, including one day and overnight, including Stotesbury and Nationals. Supervises hotel, shopping and food tent coordinators. Learn to be next season's Regatta Chair, and shadow regatta chair at select regattas. Great position for someone who loves to plan events and meet everyone in the club.	Spring	1	TBD	Beth Melby	Early Recruiting
Away Regatta Hotel Coordinator	Book, register, pay and organize check in/out at the two overnight regattas in May	Ongoing	1	2	n/a	Defered until later
Away Regatta Shopping Coordinator	Work with grill master/chef, shop for select away regattas according to planned menu, will split away regattas with other shopping coordinator. Load food the night before travel to regattas into volunteer cars	Spring	2	4	Minh Pho, Anne Morrison	Defered until later
Away Regatta Food Tent Coordinator	Set up and organize food tent and if applicable any catering at away regattas. Will split regattas with other food tent volunteer. Set up and help with breakdown.	Spring	2	4	Nilanjan Mitra, need 1 more	Defered until later
Away Regatta Tent Coordinator (New)	Set-up/take down of tents and snack tables at away regattas (Manny Flick, St. Andrews, Lake Lenape and Tussle scrimmage on the Potomac). Need large car or SUV to transport tables and tents. Set up tents before regatta start and break down tents at regatta end.	Spring	2	4	Laura Mannix	Defered until later
Regatta Chuck Wagon Trailer Manager	Coordinate and deliver trailer (or equipment from the trailer) to regattas. Track the list of supplies (e.g., Propane) and spending in a spreadsheet. Must have a vehicle that has a 7-prong hook-up and is able to tow up to 7,000 lbs to transport the trailer to and from away regattas as designated by the Regatta Chair. If needed, assist with coordinating regatta trailer maintenance and inspections, including registration with the DMV and county (Registration will be managed by the Member at Large 3 role for the 2024-2025 season).	Spring	1	5	Ricardo Roques	Early Recruiting
Chef and Grill Master	Create menus/food plan for all away regattas and cook for team. We are looking for 2 parents to share the grilling/cooking. They will have support from other volunteers at each away regatta.	Spring	2	5	Michael Formica, need one more	(1) Michael Formica, (2) Recruiting
VASRA Local Organizing Committee (LOC) Representative	Represent MCC at four regattas for an all day shift starting 2 hours before regatta starts to the end of the regatta. Work at HQ Mission Control, which includes pre launch boat checks, training will be provided March 2 and Safe Sport required.	Spring	1	4	n/a	Defer until later
VASRA Local Organizing Committee (LOC) Referee	Referee for 5-6 local regattas. Will undergo referee training.	Spring	2	5	Aaron Weiss, Randy Peale	(1) Early Recruiting (2) Early Recruiting

Regatta Communications Coordinator	Work with Regatta Chair and local/away regatta coordinators on weekly regatta communications. Set up and manage Remind groups for away regattas. Responsible for all regatta Sign Up Genius (SUGs).	Spring	1	2	n/a	Defer until later
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