

	Position	Description of responsibilities	Volunteer for 2020	Committee Sponsor
1	Vice-Captain (new)	<ul style="list-style-type: none"> Assist Boat Captain for any task related to boats, oars, coxing, rowing equipment or maintenance. Liaise with Boatloading Coordinator to ensure communication of boat loading plan and checklist to rowers for away events. Assist Captain and Facilities Coordinator to create a list of jobs for each working be, and communicate task list to RRC members prior to the working bee. Create a Facebook event for working bee. Assign people to various jobs to ensure the smooth running of the working bee. 	Kim Begehle	Captain
2	Boatloading Coordinator	<ul style="list-style-type: none"> Liaise with Captain to ensure a boatloading plan and checklist are sent to all event participants. Print out boatloading plan and checklist; bring to boatloading. If possible, inform participants of approximate arrival time of trailer for boat unloading. 	Shern Timmins	Captain
3	Archive team lead	Ensure the club's historical documents and artefacts are properly collected, archived, stored and/or displayed for posterity.	Anthea Amos	Treasurer
4	Bar Manager	<ul style="list-style-type: none"> Organise the purchase and collection of drinks before a licensed event. Stock fridge before an event. Organise someone to open the bar and a running list of RSA accredited bar staff on the event day. Empty fridge after event and do a stock take. Liaise with the Treasurer for financials. 	Gypsy Shepherd	Fundraising Coordinator
5	Social Coordinator	<p>Assist the Fundraising Coordinator to organise events and delegate tasks such as:</p> <ul style="list-style-type: none"> Creation of a Facebook event Requesting volunteers for the event Delegation of food tasks including: <ul style="list-style-type: none"> Purchase of food including BBQ meat/bread/salads, etc. Organise someone to bring food to club Plates/cutlery/serviettes to be bought Organise volunteers to cook the BBQ Organise volunteers to set up tables/food, and tidy up Decorations (if needed) <p>For some of the bigger events such as New Year's Eve, Quiz night, and Presentation Night, a social committee should be gathered well ahead of the event, to assist in the organisation.</p>	Amy Catlin	Fundraising Coordinator
6	Health and Safety Officer	<p>Ensure that the club provides a safe and healthy environment to all its users including club members and coaches, tenants using the property, caterers, cleaners, and people using the venue for events. The H&S officer should take reasonable steps to:</p> <ul style="list-style-type: none"> Continuously learn about work health and safety matters Stay aware of the risks people may face at RRC 	Steven Sheppard	President

		<ul style="list-style-type: none"> • Ensure and verify that RRC has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety • Ensure and verify RRC has processes in place for communicating information regarding health and safety and responding to that information • Ensure and verify RRC has, and implements, processes for complying with any duties and requirements under health and safety (WHS) law. 		
7	New Member Coordinator	<ul style="list-style-type: none"> • Answer any new member inquiries and respond to incoming questions • Organise times to come for a test row • Ensure that rowers have filled out waivers and required forms • Enter new members in the WhipStick application • Liaise with the Secretary regarding membership 	Stef Dudczig	Secretary
8	Merchandise coordinator	<ul style="list-style-type: none"> • Assist the Secretary for the creation and ordering of new RRC branded merchandise. • Assist in the sale of merchandise and keep track of sales/inventory. • Answer any emails coming into the RRC merchandise email address. 	Rosie Dickson-Hoyle	Secretary
9	Tech Team Lead	<p>Review the website and coordinate updates for the following:</p> <ul style="list-style-type: none"> • Modernise look and feel • Update photos • Verify all information is still up to date • Enhance navigation • Possibly create a “members only” section 	Mike Gehling	Vice-President
10	Student Liaison	<ul style="list-style-type: none"> • Acts as key liaison between RMIT and Richmond Rowing Club • Respond to any emails from RMIT or RRC committee, regarding student matters • Register for attendance at RMIT annual open day, to promote RRC as an affiliated club • Prepare for attendance at RMIT open day, including: <ul style="list-style-type: none"> ○ Organise RRC club members to attend ○ Book a tent/stand with RMIT ○ Rent an erg from RMIT gym ○ Create and print leaflets or stickers ○ Collect list of student emails for those interested in registering for learn to row or become RRC members 	Kat Spinnler	Vice President
11	Learn to row Coordinator	<ul style="list-style-type: none"> • Answer any new Learn To Row inquiries and respond to questions • Ensure that rowers have filled out waivers and required forms • Send all required information to the Secretary for RV registration ahead of the LTR course • Liaise with the Treasurer to ensure payment of LTR fees • Liaise with the Head of Rowing regarding communications and dates 	Yash Vegi	Head of Rowing
12	Regatta Coordinator	Assist the Head of Rowing to organise logistics and accommodation for away races, particularly for Dimboola, Rutherglen, Mildura, and any other 2 day events.	Kirsty Fergie	Head of Rowing