



Parent Volunteer Descriptions

PRESIDENT

Section 11.05. President. The president shall be the chief executive officer of LARA, shall preside at all meetings of the members and the Board of Directors, shall have general and active management of LARA business and shall see that all orders and resolutions of the Board of Directors are carried into effect.

Section 11.06. Responsibilities. The President shall execute bonds, mortgages and other contracts requiring a seal, under the seal of LARA, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of LARA. At the start of the term of office as President of LARA, the President shall determine who will serve in his or her absence.

VICE-PRESIDENT(S)

Section 11.07. Vice-President(s). The Vice-President, or if there shall be more than one, the Vice-Presidents, in the order determined by the Board of Directors, shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

SECRETARY

Section 11.08. Secretary. The Secretary shall attend all the meetings of the Board of Directors and all meetings of the members and record all the proceedings of the meetings of LARA and of the Board of Directors in a book to be kept for that purpose and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the members and special meetings of the Board of Directors, and shall perform such other duties as any be prescribed by the Board of Directors or President, under whose supervision he/she shall be. The Secretary shall have custody of the corporate seal of LARA and shall have authority to affix the same to any instrument requiring it, and, when so affixed, it may be attested by his/her signature. The Board of Directors may give general authority to any other officer to affix the seal of LARA and to attest the affixing by his/her signature.

TREASURER

Section 11.09. Bookkeeping. The Treasurer shall have the custody of LARA funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to LARA and shall deposit all monies and other valuable effects in the name and to the credit of LARA in such depositories as may be designated by the Board of Directors.

Section 11.10. Disbursing Funds. The Treasurer shall disburse the funds of LARA as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the President and the Board of Directors, at its regular meetings, or when the Board of Directors so requires, an account of all transactions as the treasurer and of the financial condition of LARA.

Registrar - Communicates and maintains US Rowing registration, creates Sports Engine links for rower registration as well as registration for select regattas and social events, plans and oversees fall and spring swim evaluations, manages the novice bus schedule and waivers, submits the Midwest Eligibility Report and creates health waiver folders.

Webmaster - Works with the Board of Directors and LARA coaches to ensure that relevant information is shared with LARA families on a timely basis. In addition to maintaining the website, the webmaster is also responsible for ensuring that all volunteers have the required access to SportsEngine for DIBS, Registration/Payment, Financials etc.

Social Media Manager - Is responsible for publishing appropriate team, regatta and rowing related results, news, announcements, calls to action, photo/video content and updates on all approved social media platforms throughout the year. Work with the webmaster to maintain active links on all social media to the LARA website. Responsible for monitoring proper usage and maintaining administration, access and control of all approved team social media accounts. Provides pictures and scores to Loyola Academy team moderator for publication in Loyola website and materials.

Travel Coordinator – Oversees travel needs for out of town regattas – secures hotels, flights and ground transportation as needed as well as lines up chaperones and works with school to see that appropriate documentation is in place for all participants. Communicates all travel schedules with parents and Loyola Academy. Creates a binder of all travel documentation for the lead chaperone for each trip.

Lead Chaperone Committee - Experienced chaperones that lead one or more out of town trip(s) per year. These lead chaperones will be given all travel information from the Travel Coordinator and then will lead the group during travel: liaison with coaching staff, coordinate nightly chaperone meetings, adjust schedule as needed, keep contact with Executive Board during travel, oversee all safety and logistical needs related to the movement of the team.

Food Coordinator – Plans and oversees meal preparation at race sites and during travel. Sets menus and quantities, creates food DIBS or donations, purchases non-donated food, instructs volunteers on proper food preparation requirements.

Food Committee - Supports Food Coordinator in organizing/ordering out of town meals and supervising the tent during local and out of town regattas. Helps purchase food that is not donated, organize the collection of donated food and items.

Regatta Planner - Plans and coordinates regatta day activities not related to food. This includes overseeing parent volunteers, working with coaches to communicate race times, securing water, ice baths, parent name tags, etc. This person creates the DIBS for volunteer needs at regattas, plans equipment for home regattas such as flag and horn, and organizes the parent equipment shed at the boathouse.

Site/Chuckwagon Lead – Maintains chuckwagon and coordinates committee that transports and sets up/breaks down the tent site. Keeps the trailer clean and organized. Coordinates transportation (on bus or parent cars) of items that we cannot move on trailer. Cleans and dries tarps and tents after the regattas.

Chuckwagon Driver Committee - Group of drivers willing to transport the chuckwagon to one or more regattas (with a personal or rented vehicle.) These volunteers secure the tent location, set up tents for rowers and food coverage, set up the grill and cooking rings, and ensure propane tanks are full.

Social Coordinator – Manages a team of volunteers to plan a Welcome BBQ, Fall parent event, Spring Parent mixer and the Annual Meeting & Banquet at the end of the season.

Social Committee - Parent volunteers that plan the details of three to four social events to build camaraderie within the LARA community.

Assistant Treasurer - Supports Treasurer in providing financial oversight over all transactions. This person is expected to become the Treasurer the following year.

Ergathon Chair - Coordinate annual fundraising event during spring season, working closely with Board of directors to establish monetary goal and parameters of execution with the rowers.

Uniforms/Spirit Wear - Coordinate the purchasing of uniforms for both novice and varsity rowers. Select and organize the sale of spirit wear items for the organization.

Service Project Coordinator - Plans an annual rower team building service project in the winter as well as St. Joseph Services Day in the summer.

Assistant Secretary – Backs up the secretary in the event assistance is needed in recording the minutes of the meetings and giving notice to members as needed. Also prepares and distributes the monthly LARA Newsletter. (Note this has been added this fall and is not listed on the website)