

**West Potomac Crew Boosters
Volunteer and Fundraiser Points Table**

Tier	Job	Point Value	Description of Responsibilities - high level	POC
1	Board Position - President	750	Day to day of org, emails, calls, sounding board for all matters, meetings, etc	PRES
1	Board Position: VP of Ways & Means	750	Board mtgs, coordination all fundraisers	PRES
1	Board Position - VP Admin	750	Board meetings, rosters, coordination, spreadsheets, handbook	PRES
1	Board Position - VP Operations	750	Board meetings, equipment management, coach management, operations	PRES
1	Board Position - Secretary	750	Board meeting minutes, club correspondence, historical records retention	PRES
1	Board Position - Treasurer	750	Board meetings, deposits, checks, tax return, etc	PRES
1	Board Position - Member at large	750	Board meetings, duties as assigned	PRES
1	Shell coordinator	750	Haul boat trailer (shells, oars, equipment, etc.) to/from practice and regatta sites; storage	VP OPS
2	Additional Major Fundraiser	500	Coordinate Fundraiser TBD	VP WAYS/MEANS
2	Pier coordinator	500	Assist VP Operations in coordinating establishment, movement, maintenance of pier.	VP OPS
2	Coaches Liaison	500	Liaison dealing with concerns of activities or decisions of the coaching staff	VP OPS
2	Holiday Wreath Sale Coordinator	500	Coordinate Wreath Sales fundraiser: attendance b4 & after each night, emails, ordering, decorate, deliver store, publicity	VP WAYS/MEANS
2	Hospitality Tent Coordinator	500	Coordinate Hospitality Tent: schedule/coordinate shift assignments for each regatta	Member at Large
2	Points Coordinator	500	Track points, communicate points status, emails, spreadsheets	PRES
2	Recruiting Coordinator	500	Perform Recruiting for WPCB, posters/ads/emails/invitations & attendance at on the water, Sandburg day, and back to school	VP ADMIN
2	Restaurant of Month	500	Coordinate Restaurant of the Month Fundraiser: plan/coordinate/oversee/publicity	VP WAYS/MEANS
2	Stotesbury Coordinator	500	Coordinate Stotesbury Trip for team: admin, emails, paperwork, coordination of chaperones, bus co, hotel, school	VP ADMIN
2	Stotesbury Trailer - load/haul/unload/hospitality	500	Drive the Support trailer to regatta, pack and unpack, clean trailer, help with hospitality tent	VP ADMIN
2	Tag Day Coordinator (2 x Fall/Winter)	500	Coordinate Tag Date fundraiser: create/print tags, info, maps, coordinate; post activity lunch	VP WAYS/MEANS
2	Team Photographer (each regatta + 1 practice)	500	Documents Team activities; takes photos of the team throughout the season, makes available to membership	VP ADMIN
2	Uniforms coordinator	500	Works with Clothing Coordinator, ordering, emails, collecting \$, delivering, returns, company correspondence	VP ADMIN
2	Web Site Curator	500	Responsible for all web site updates & maintenance; updates crew website and the crew portion of the WPCB website	VP ADMIN
2	Write to Row Coordinator	500	Coordinate Write-to-Row Fundraiser: admin, distribution, printing follow-up	VP WAYS/MEANS
2	VASRA Volunteer coordinator	500	Coordination of regatta parent volunteers - emails, calls, spreadsheets, follow-ups, attends applicable VASRA meetings	Member at Large
3	Alumni Relations Co-Coordinator	300	Works with Alumni Lead to email/news to graduated rowers/families re current activities	VP WAYS/MEANS
3	Carpool coordinator	300	Coordinate carpool schedule for practices, to include spring break week.	VP ADMIN
3	Chaperone Stotesbury	300	Round trip on the bus + curfew + monitoring on site	VP ADMIN
3	Finance & Audit Committee Chair	300	Audits Tax Return (990) and financial ledger; reviews practices.	TREASURER
3	Finance & Audit Committee Member	300	Audits Tax Return (990) and financial ledger; reviews practices.	TREASURER
3	Freshman Liaison	300	Face-to-face meeting with freshman/novice before the Fall meeting and a mixer?	VP ADMIN
3	Launch coordinator	300	Assists VP of Operations in registration, trailer movement, gas for launches	VP OPS
3	Motor coordinator	300	Assists VP of Operations in maintenance, repair and replacement of launch motors	VP OPS
3	Matthews Carpool Drivers	300	Drive to and from regatta with as many rowers as possible; chaperone as needed.	VP ADMIN

3	Matthews Coordinator	300	Coordinate Friday overnight to Mathews for participating rowers: arrange for carpools, dinner/hotel reservations, chaperones	VP ADMIN
3	Matthews Trailer - load/haul/unload	300	Drive the Support trailer to regatta, pack and unpack, clean trailer	VP ADMIN
3	Membership Committee Coordinator	300	Assist VP Admin in collection, tracking and management of forms required for membership.	VP ADMIN
3	Nominating Committee Coordinator	300	Present a slate of officers and directors at the end of the year membership meeting.	PRES
3	Team Captain/President	300	Elected team leaders; leads/organizes/hosts recruiting, membership, interest meetings/events; mentors younger rowers.	VP ADMIN
3	VASRA Representative	300	Represents WPCB at the monthly VASRA meetings; reports back status, updates and necessary actions	PRES
3	Wearables Coordinator	300	Orders, inventories, sells all (non-uniform) things WEPO crew - year round, attends all general membership events	VP ADMIN
	All Tier four shifts worth 25 points per hour	Approx # of shifts	Number of hours per shift varies, avg shift 4 hours, total Tier 4 points avail = approx 24500 or 30 families worth of points	
4	VASRA shifts	20	See VASRA Coordinator for details	VP OPS
4	Fundraising shifts	80	See Event Coordinator for details	VP WAYS/MEANS
4	Hospitality shifts	45	See Hospitality Coordinator for details	VP ADMIN
4	Equipment Maintenance shifts	30	See VP Ops for details	VP OPS
4	Grounds Maintenance shifts	50	See VP Ops for details	VP OPS
4	Regatta support shift (trailer haul/load/unload)	20	See VP Ops for details	VP OPS