

## **Grandragons**

### **Duties / Job Descriptions**

#### **Captain**

- serve as a director and chief executive of the society;
- serve as a signing officer of the society;
- supervise other officers (members of the executive) in fulfilling their duties;
- chair all meetings of the society and the executive;
- coordinate the operations of the team;
- work to ensure harmony and commitment aimed at improving team performance and group cohesion;
- consult with the coach and assistant coaches to ensure an effective, positive coaching program;
- ensure team members are well-informed about team activities;
- welcome suggestions for improving the team's paddling experience and leads in solving problems of the team;
- ensure team members know and follow boat safety rules;
- become familiar with the rules and regulations of all dragon boat festivals the team enters;
- ensure team members know and fulfill their responsibilities at race events;
- provide liaison with the False Creek Racing Canoe Club;

## **Vice Captain**

- assist the captain in coordinating the operations of the team
- substitute for the captain when necessary at practices and other team events
- substitute for the captain as chair at executive committee and general meetings
- become familiar with the rules and regulation of all dragon boat festivals the team enters
- assist the captain in ensuring team members know and fulfil their responsibilities at race events
- take on specific tasks at the request of the captain

## **Past Captain**

- Provide an information resource to the current captain and executive team.
- Attend and be an active participant in executive meeting discussions.
- Provide experience and consistency on the executive team.
- Help to maintain focus on the team's history and goals.

## **Treasurer**

- Collect, deposit and keep track of all monies for the team
- Maintain financial records, including bank reconciliations.
- Pay all bills
- Reimburse and keep track of all team expenses paid by members
- Report to Executive and members of ongoing cash flow
- Prepare budget for year ahead
- Review budget vs actual during year
- Ensure coaches are paid monthly

## **Secretary**

- Prepare the Agenda for Executive, General and AGM meetings, then forward them to the membership.
- Record minutes of Executive meetings, then forward the minutes to the Executive.
- Inform the membership of any upcoming meetings.
- Record minutes of General meetings and the Annual General Meeting, then forward these minutes to the membership. Also take the attendance at these meetings.
- Annually, after the AGM, update and file the BC Society Annual Report online with the BC Registry Services in Victoria.
- Keep custody of all of the records and documents involving the Grandragons except for those kept by the treasurer.
- Complete the Dragon Boat Team Membership and Practice Agreement with FCRCC.
- Register the team using the ACTIVE Online program registration. Submit to FCRCC advance deposit (in Nov.) and subsequent balance of payment by February 01.
- Serve as an executive member.

## **Race Manager**

- Register all members of the Grandragons team with Dragon Boat BC (complete information regarding the team member and have them sign the on-line waiver)
- Registers the team in the chosen regattas.
- Ensure that members who are competing in a regatta complete their sign-up in the Attendance Sheet in order that the roster can be submitted to the regatta organizers in the time required prior to the regatta.
- Ensure the on-line registrations are submitted in time.
- Attend the site manager's meeting at the regatta.
- Ensure the team has all the necessary information for dragon boat festivals by maintaining communications with festival organizers and the team.
- Become familiar with the rules and regulations of all dragon boat festivals the team enters.
- Work with captain and vice captain to ensure the team is informed of any changes in race schedules and /or procedures.

### **Member at Large duties**

- be present at executive meetings to discuss and support decisions to do with the operation of the society
- ensure that everything is done within the laws affecting the society, Grandragons' bylaws and the rules made in a general meeting
- assist other executive members in carrying out their specific roles where needed.

## **Fundraising Coordinator**

- communicate with corporate and school groups interested in Introduction to Dragon Boating sessions
- communicate with FCRCC to book boats for sessions
- solicit and coordinate volunteers to work with paddlers during introductory sessions
- ensure all waivers are signed before sessions commence
- provide coaching and/or other support services during sessions
- keep a record of bookings and of money owed to FCRCC and to Grandragons



## **Membership Coordinator**

- Responsible for providing and gathering the signed FCRCC waiver forms from all members. These are to be signed before participating in any practices on the water. Upon receiving the forms, check each form over to make sure everything is in order. Then forward the digital version of the forms to the FCRCC office.
- Maintain an up-to-date list of current and exited team members, including home addresses, email addresses, phone numbers, year of birth (to qualify for seniors discount), dates “when joined” and “when exited”. This list also keeps track of completion of the FCRCC waivers by each member.
- Collect Health and Safety info from each member and provide a list to be included in the waterproof dry bag that is kept on the boat during practices, also provide a copy to the coach.
- Forward the completed Master Membership List to the Secretary and forward updates as they occur.
- On request, make available an updated list of email addresses to members who wish to send out mass email to the membership (eg: captain, treasurer or anyone wishing to send out social invitations, etc).