

SECRETARY DUTIES

Attend Board Meeting - These are typically once a month. Take meeting notes, make recommendations that benefit the team, and serve as a voting member of the team.

Pay attention to the crew mailbox - typically forwarding emails to coaches (2 minutes daily)

Email account: fhs.crew.web@gmail.com

Manage the google groups mailing list: groups.google.com – During registration periods, you can expect to spend half a day to a day in April, November, December, and January. Other times it is just sporadic.

- Add Email addresses for the upcoming season into join-fairfax-crew@googlegroups.com
I find this is best done at the end of the Rowing season when we start with recruiting at Lanier days and just keep adding to it as you get names.
- At the end of the rowing season / summer move graduated rowers to the Fairfax-Crew list.
- In Early Winer (or appropriate time), move the Join-fairfax-crew rowers into the Fairfax-rowers-and-families mailing list. Allows you to maintain just one mailing list for the rowing season. From experience, two lists confused parents and coaches.
- After the rowing season, start populating the join-fairfax-crew list for the new season from events such as Lanier days. Try to get individual recruits (or coaches) to send names electronically. Handwritten sheets result in numerous errors due to poor penmanship.

Manage the Crew Member directory - During Nov-Dec-Jan this involves collecting new member registrations and entering rower/parent information into a data spreadsheet/db, and this takes a few hours. The current directory was established by the previous secretary. It uses a MS-Access database (but this could be a Spreadsheet but MS-Access works for me), and merges into a Word file. There is also an expectation that you facilitate the Carpool discussions in January. This process is evolving.

Calendar – fhs.crew.web@gmail.com - This is sporadic and aside from maybe 30 minutes initially is and only a few minutes. Much of this can be found by referring back to previous the calendar year.

- It is managed through the webmail account.
- This is linked within the webpage and can be accessed from there.
- Enter in Regatta dates - use www.vasra.org and these are populated in Nov/Dec.
- Enter in pasta parties (when dates become available – see Volunteer Coordinator for dates)
- Enter in practice times when these come out.
- Enter in upcoming events (fundraisers, special practices, and student holidays where possible).

Event and Party Evites – Historically these were sent by us, but many parents now create them. For parents the best way is for the host to create it and send themselves an invitation, then forward that to the Fairfax Crew Mailing list. Also in the fall, the person in charge of recruiting at Lanier helps line this out but your help may be needed with the Evites. If we don't manage evites centrally, people can get lost!

Fairfax Crew Web Page- *This could be broken out into a separate responsibility*

The webpage went through an overhaul in Spring 2014 with former Coach Chris' help. In Fall 2014, Tina overhauled it again to remove it from Chris' personal account. It resides on Wix.com and integrates with Webhosting for the domain name "Fairfaxcrew.org". We also have it integrated with Google fhs.crew.web@gmail.com for simplicity.