

GOVERNANCE AT HANLAN BOAT CLUB 2024 (current to Jan 24/24)

HANLAN BYLAW – STATUTORY ROLES					
<p style="text-align: center;">Chair (Janet)</p> <ul style="list-style-type: none"> provides leadership and direction to the Board establishes meeting agendas, develops Board’s work plan, assigns roles primary external contact for club (e.g., RCA, RO, CORA, DDRA, Havergal (including contract drafting) member of all Board committees (Governance Committee (Chair) and Finance) Special projects: Hanlan administration manual/business continuity plan, Bylaw rewrite 	<p style="text-align: center;">Secretary (Fiona)</p> <ul style="list-style-type: none"> keeps minutes of all meetings and manages all records for the club responsible for giving notice of board and membership meetings and agendas; leads annual meeting member of Governance committee (nominations lead) Special projects: marketing/collateral development (w/ Sunny) 		<p style="text-align: center;">Treasurer (Guthrie)</p> <ul style="list-style-type: none"> supports Board in meeting fiduciary responsibilities for fiscal management responsible for custody of funds, financial record-keeping, banking, investments, tax and accounting compliance presents financial statements to members Finance Committee chair 		
ROLES ESTABLISHED BY BOARD DECISION & POLICY (2024 roles – roles are dynamic and refreshed each year)					
<p>Sunny</p> <ul style="list-style-type: none"> partnerships/YMCA grants/sponsorships liaison to HCCE marketing collateral (with Fiona) 	<p>MaryAnn</p> <ul style="list-style-type: none"> safety working group fundraising committee private boat storage committee 	<p>Lauren</p> <ul style="list-style-type: none"> oversight of iCrew implementation oversight of operations/operational improvements 	<p>Peter</p> <ul style="list-style-type: none"> DEI Committee liaison touring/OAR rep assist w/ RO, RCA matters monitor Waterfront/City matters of interest to Hanlan 	<p>Eric Hall</p> <ul style="list-style-type: none"> junior development coach corporate rowing special events committee Grow Rowing RowON initiative (w/ K Ryan) 	
<p>New board member</p> <ul style="list-style-type: none"> summer camp Hanlan admin/business continuity oversight website/social 	<p>New board member (Ildiko)</p> <ul style="list-style-type: none"> assistant Treasurer; assist w/ all treasury functions and oversee insurance signing authority 	<p>New board member</p> <ul style="list-style-type: none"> Recruitment Job postings Police checks Interviewing contracts 			
STAFF (2024)					
<p>Director of Operations (Paul)</p> <ul style="list-style-type: none"> manages physical premises – boathouse, tarmac, rowing equipment, motors, gas supply, garbage pick up day-to-day club administration, including communications inbox, registration, iCrew implementation manages sales of equipment; coordinates all equipment repairs and parts scheduling of all part time staff/HR oversight of non-coach part time staff special project: coordinator/coach for Hanlan Rowing League (8 weeks) 		<p>Head Adult Coach (Kirsten)</p> <ul style="list-style-type: none"> –Responsible for coaching of Masters Comp, Masters Sport, League athletes, training plans, regatta support –Develop League, LTR curriculum and train coaches; HR oversight of part time coaches –Equipment repairs/ admin projects 		<p>Hanlan Centre for Coaching Excellence Director (Tony)</p> <ul style="list-style-type: none"> –Responsible for coach education and mentorship –Coach for all programs 	<p>Head Junior/Senior Coach (Horacio)</p> <ul style="list-style-type: none"> –Responsible for recruiting and coaching junior and senior athletes, coaching junior and senior athletes at all levels, training plans, regatta support

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2024 Hanlan Volunteer Committees / Work Crews

2023 Hanlan Committees / Work Crews	Board Member Oversight
Diversity, Equity and Inclusion Committee	Peter Pennefather
Boat/Oar Repair Crew	N/A
Boat/Rag Washing Crew	N/A
Finance Committee (Board C'ee)	Guthrie Hurd
Fundraising Crew	MaryAnn Crichton
Grant Writing Crew	Sunny Edmunds
Governance Committee (Board C'ee)	Janet Bolton (Fiona – nominations)
Safety Crew	MaryAnn Crichton
Social Media Crew	Janet Bolton
Special Events Crew	Eric Hall
Uniform Crew	Eric Hall
Volunteer Coaching Crew	N/A
Work Crew	N/A