

## **Introductory Support Portfolio**

### **General Duties of Assigned Portfolio**

#### **Goal of Portfolio**

Introducing the sport of rowing to new participants / athletes is a key activity at the club and is vital to our membership levels and ultimately our success as a Club. This portfolio is responsible for ensuring proper delivery of all of our introduction programs, including: Learn-to-Row (LTR), Learn-to-Scull (LTS), Adaptive Learn-to-Row and Camp Argo.

#### **Duties and Areas of Responsibilities**

Primary responsibilities of the Introductory Support Portfolio Director include, but are not limited to the following:

1. Develop and maintain a structure for the delivery of each program, including: explanatory handouts, instructors' guides, class schedules, etc
2. Recruit and supervise instructors to lead LTR and Learn-to-Scull programs
3. Manage scheduling of participants, incoming session applications and payments which take place through Ronin (online payment system)
4. Set program session dates for each program by end of January
5. Ensure that all program delivery takes place consistent with Rowing Canada's Long-term Athlete Development Model to ensure consistent delivery and ease of transition to other Club programs
6. Encourage promotion of membership to LTR graduates by LTR instructors and assist the membership director in transitioning participants to full membership. This could be done through staging an LTR regattas at the end of each LTR session, recruiting volunteers to manage the regatta delivery including programming and refreshments, or some other method.
7. (With Head Coach) hire summer LTR Coordinator. Provide guidance to the Head Coach in his/her supervision of the LTR Coordinator
8. Promote LTR programs
9. (With the Head Coach) hire and train the Camp Argo Senior Counsellor and other counsellors as needed. Provide guidance to the Head Coach in his/her supervision of the Camp Argo staff.
10. Design Camp Argo program and ensure that all program delivery takes place consistent with Rowing Canada's Long-term Athlete Development Model to ensure consistent delivery and ease of transition to other Club programs

11. Provide guidance to the Head Coach in the maintenance of the LTR equipment (LTR boats, blades, cox-boxes, etc) and Camp Argo equipment
12. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the President's responsibility to monitor overall Board governance.

**Sub-committees and Reporting Positions**

- Learn-to-Row Committee
- Adaptive Learn-to-Row Committee
- Camp Argo Director

**Evaluation**

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

**Review and Approval Date**

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_