

# WESTERN RESERVE ROWING ASSOCIATION

## ADMINISTRATIVE COMMITTEE COVER SHEET - 2018

<b>COMMITTEE</b>	<b>Name</b>	<b>Email</b>	<b>Preferred Phone</b>
Director in Charge	Frank Campbell	secretary@westernreserverowing.com	
<b>Chairman</b>			
Member			
Member			

Date approved by WRRR Board of Directors: 2.12.18

**Mission of WRRR:** WRRR provides and promotes adult competitive and recreational rowing for the Northeast Ohio community through quality programming.

**Primary Purpose of Committee:** To organize, create, maintain, and archive all WRRR records and documents in an accessible form, and plan and conduct WRRR elections.

**Scope – Responsible for:**

1. WRRR Elections, including notification of eligible voters, identifying candidates, and the election process.
2. Assembling, archiving, and maintaining all WRRR records in both paper and digital form.
3. Recording Board and Meeting minutes and making them available to membership.
4. Acquiring and maintaining any computer (and associated) equipment required to maintain, archive, and protect the corporation records.
5. Maintain archive of key-holders and locations, combinations, website and email passwords, and any other access and security information.

**Goals – For 2018:**

1. Accurately record Board and Meeting minutes and provide to membership.
2. Acquire any needed equipment to manage corporate records.
3. Establish a digital data management, archival, and security plan.
4. Compile all existing documents, files, etc in a paper and digital form and store appropriately, including a secure paper file in the boathouse.

**Authority – Specifically Authorized to:**

1. Request needed documents from any appropriate source.
2. Assemble, scan, store and secure all such documents
3. Make recommendations for equipment to facilitate this process.
4. Provide any maintained records to Directors if requested.
5. Provide for Board and Club correspondence.
6. Sign legal documents on behalf of WRRR when the signature of the WRRR Secretary is required or appropriate.
7. Collect and securely store email, website, activenet and other passwords, identity of keyholders and the keys they have, and location of any “extra” keys.