Position Title — Retention and Recruitment Officer(s)

* Duties:
* Main role is to make every effort to retain current members of the Club and recruit new ones.
* Set up advertising for recruitment events such as Open House and Try-it days.
* Arrange advertising signs with Dollar Signs (Katie Vanderploeg is our contact) to be placed two weeks in advance of selected events, subject to availability, outside the Brighton YMCA, and on Hwy 30 at County Rd 26. \*Any advertising outside King Edward Park must be arranged with the arena manager.
* Obtain Sign permits from the By-law Enforcement Officer.
* Organize our Open House.
	+ Arrange for the use of the lower foyer of the YMCA/FHT (done through the Brighton Cao), as our venue to host our annual Open House in late March.
	+ Plan with other members of the Board items that need to be available for that day (brochures, cards, tables, pens, internet access, computers for registration and photo displays, paddling schedules, banners, extension cords, Club photo albums, one of our dragon boats).

 -Ensure appropriate attendance of Board members, Race Team Coach and

Coaches and Steers

* Once the Board determines the selected Try Paddling Days
	+ Recruit volunteers to assist with those days (as paddlers, setting up tables, chairs, helping potential recruits with paddle sizes and PFDs)
	+ Contact Head Coach to arrange for Coaches and Steers for that day
* Plan and organize social events such as the Murray Canal paddle, the Sunset paddle, and any other social event we can hold.
* As a Board member, attend and participate to as many club events as possible.