



## **BOARD OF DIRECTORS AND OFFICERS JOB DESCRIPTIONS**

### **Presidents**

Ed & Polly Sloan  
[Esloan01372@aol.com](mailto:Esloan01372@aol.com)  
841-4087

### **Job Description**

Chair all Board meetings and set the agenda including the Annual meeting in September

Negotiate all Coaches' and pool contracts.

Assist the Treasurer in preparing the annual budget

Assist the Treasurer in collecting on delinquent accounts

Keep lines of communication open to all members

Support the Board VP's as needed

Be available for team functions as needed

Represent the team in a professional positive way

Develop Policy

Provide Leadership

## ***Vice-Presidents of Operations***

Angie & Jim Evers  
[acevers@sunflower.com](mailto:acevers@sunflower.com)  
[jevers@epsinc.com](mailto:jevers@epsinc.com)  
865-1662

### **Job Description**

Maintain accurate inventory of all Aquahawk equipment and storage locations, and report to the board in January meeting

Update the Board on any upcoming swim meet that Aquahawk hosts

Prior to any Aquahawk-sponsored swim meet, ensure that all equipment is in working order

Obtain Board approval on any item that is broken and needs replacement, or rental equipment

Recruit Committee Heads to help with planning and execution of swim meets for the year. Committees needed are: Volunteer Coordinator (Meet Director), Hospitality, & Awards.

When the bids for swim meets are granted by Missouri Valley in April, procure the pool and, if needed, hospitality room and the small gym immediately for appropriate days and times of all the meets

Procure Meet Officials for all sanctioned meets several months in advance & make accommodations as necessary.

After each Aquahawk-sponsored swim meet, assure that all facilities used are in excellent and clean condition.

Work closely with Head Coach on any equipment and/or facility issues that arise for practices, meets, and/or events.

Provide a current list of all Officials that need to be registered to the Treasurer and business manager by December each year for payment.

### **January**

Report to the Board on the inventory status

### **August**

Summarize accomplishments of the year, and submit to President

List any recommendations for future VP of Operations, and submit to President

**September**

At the end of the term, gather all materials for the next VP of Operations

## ***Vice-Presidents of Fundraising***

Paul & Jill Miller  
[Paul-Miller@payless.com](mailto:Paul-Miller@payless.com)  
785-559-6414

### **Job Description**

Inform membership about the two required fundraising events:

Swim-a-Thon

Wave the Wheat

Order Swim-a-Thon Packets from USA Swimming

Form a committee or make arrangements to plan and run the annual Swim-a-Thon during November of each year

Form a committee or make arrangements to plan and run the annual Wave the Wheat Invitational Fundraising in the summer

Work closely with a database person to maintain complete and legitimate information

Advise the Board on the progress of each fundraising event

Solicit ideas from membership to make each event better and less-costly

Work with VP of Membership in planning for any gathering to promote certain fundraising-related event

### **September**

Work closely with VP of Operations and Coach to procure the pool for Swim-a-Thon, obtain swimmer count and order swim-a-thon packets from USA Swimming

### **October**

Inform the Board on ideas for Swim-a-Thon and prizes

Meet various practice groups to explain Swim-a-Thon to swimmers and parents

Distribute Swim-a-Thon packets

### **November**

Get ready for Swim-a-Thon

### **December**

Close off collection for Swim-a-Thon

Inform Business Manager to bill the outstanding balances

Turn all monies to Business Manager to deposit

Report to the Board on Swim-a-Thon fundraising

### **February**

Address the need to form a Wave the Wheat Fundraising Committee

Review the current database

Update business contacts: add new or delete defunct businesses

Obtain list of active swimmers from Head Coach

Prepare list of businesses for each swimmer

### **March**

Prepare letters for banner companies and larger sponsorships

Set up dates and deadlines for swimmers to turn in sponsor cards and monies

Set up packets for swimmers

Print sponsor cards

### **April**

Distribute Wave the Wheat packets - Spring meeting

List extra businesses for families to contact, if more is needed

### **May**

Solicit business for contributions that can be given out as prizes

### **June**

Work closely with the fundraising committee to get the heat sheet and coupon book ready for the printer's deadline

Discuss with coaches deadlines for entries and heat sheet completion date

### **July**

Deposit money and notify Business Manager and Treasurer

Inform Business Manager to bill families who do not meet the minimum requirement

Hang up banners at Pool for meet, change out non-renewing banners and string new banners

Announce prize winners if you do prizes

Prepare the Duck Toss

**August**

Prepare thank you notes for companies who purchased banners, and contributed a substantial amount

Report to the Board on Wave the Wheat fundraising

Summarize accomplishments of the year, and submit to President

List any recommendations for future VP of Fundraising, and submit to President

Obtain the Swim-a-Thon contract it is on line

**September**

At the end of the term, gather all materials for the next VP of Fundraising

Provide information to secretary, president and new fundraising VP in electronic format

## ***Vice-President of Membership***

Christy Odrowski  
[Christy.odrowski@sbcglobal.net](mailto:Christy.odrowski@sbcglobal.net)  
331-2883

### **Job Description**

#### **Membership Recruitment: Creating, Distribution and Annual Budget**

To keep the swimmers and their families excited about the team through parties, apparel, and parent communication

- Advertising
- Brochures
- Flyers/Parent Handbook
- New Swimmers Clinic
  - Maintain forms and packets
  - Advertise for clinic
  - Coordinate with Head Coach & Business Mgr to insure a proper roster of the new swimmers
  - Attend clinic to sign-up new swimmers
  - Equipment Day for new swimmers

#### **Club Social Activities: Planning and Organizing**

To plan Holiday party, Senior Recognition Picnic and other gatherings for the club

- Annual Parent Meeting
- Holiday Party
- Awards Banquet
- Team Bonding Activities, such as Royals Game, Movies, KU Swim Meets, etc.

#### **Equipment & Apparel:**

To coordinate, design, order, and distribute team apparel

To coordinate order and distribute team t-shirts for Intrasquad and division meets.

To coordinate equipment orders

Responsible for keeping track of all apparel funds, deposits and profits; relay all information to Treasurer

- Team suits
- Practice apparel & equipment
- Team t-shirts & sweatshirts
- Meet & Seasonal t-shirts
- Parkas
- Maintain order forms
- Cost comparisons

### **OTHER**

- At the end of term, gather all materials for the next VP of Membership

## ***Vice-President Liaison***

Leslie McCaffrey  
[lesliem@sunflower.com](mailto:lesliem@sunflower.com)  
841-4339

### **Job Description**

The position of Vice-President for Liaison with the Membership shall act as a Liaison between the Board of Directors and the membership. This position requires the coordination of a group parent representative for each swim group, the coordination and participation at each swim group once during each long and short course season to answer questions and concerns as well as to introduce the position to the members, the creation of a drop box at the pool for members to place questions and concerns to be addressed by the Board of Directors and/or the Vice-President for Liaison with the Membership.

## **Secretary**

Jana Flannigan  
[Spenc-mor@sunflower.com](mailto:Spenc-mor@sunflower.com)  
749-0845

### **Job Description**

Take minutes at each Board meeting and at the Annual Membership meeting

E-mail draft of minutes to Board members soon after Board meeting for review and corrections

Keep an ongoing notebook of the year's activities, minutes from monthly Board meetings, Treasurer's report, Coach's report, reports from various Vice Presidents, etc.

Keep a current record of all Corporation papers with Official Club papers.

After the Board meeting minutes have been approved, post or have posted a copy on the web site. Post or have posted meeting times on web site.

Edit all articles for *Squawk* provided by membership

Produce a monthly *Squawk* by soliciting articles and items of interest from Board members, coaches and membership.

Review By-Laws on an annual basis and make recommendations for updates as necessary.

Keep an accurate list of all Board policies and distribute to Board members as needed for keeping current.

Assist the VP of Membership as needed to update and distribute handbook.

At the end of the term, gather all materials for the next Secretary

## ***Treasurer***

Collier Case

[Collier.w.case@sprint.com](mailto:Collier.w.case@sprint.com)

841-3024

### **Job Description**

The Treasurer of the Lawrence Aquahawks is the chief steward of the financial resources of the Club. The Treasurer's duties include monthly reconciliation and verification of all income and expenses, initiating any money transfers among the Club's accounts, establishing and maintaining operating and reserve accounts, preparing monthly financial reports for the Board of Directors, and preparing an annual budget. Treasurer will support financial analyses for the Board as requested. Annually the Treasurer shall work with the Club's outside accountant to audit the books and prepare annual tax reports at the end of each fiscal year which runs from Sept – Aug.

The Treasurer works with the Business Manager to support daily business of the club and establish appropriate processes and controls for handling funds and expenditures. Treasurer shall also review financial relationships to assure strong partnership with the Club's banks and retirement plan administrators in the best interest of the Club. The Treasurer is charged with responsibility of making scholarship decisions for swimmer families needing assistance with monthly session fees with input from the President and Head Coach. Treasurer is responsible for initiating collection measures for swimmer accounts which become delinquent up to and including referral to outside collection agencies, as a last resort.