

ANA YMCA Hurricanes Parent Advisory Board

MISSION STATEMENT:

The Parent Advisory Board of the ANA YMCA Hurricanes is a volunteer committee that works with the YMCA professional staff and swim team coaching staff to ensure the smooth operation of the Y and U.S. swim programs. The Board and its members act on behalf of the welfare of the entire team in support of the YMCA values of honesty, caring, responsibility and respect, and within the framework of the bylaws of the Merrimack Valley YMCA. Board members encourage both parents and swimmers to engage in good sportsmanship and to support the programs and policies of the Andover/North Andover YMCA. Parents who choose to serve on the Board explicitly agree to support the Y and U.S. swim programs, recognizing the importance of both, and to discharge their responsibilities to the Board and to all parents and swimmers in a manner that is consistent with the goals enunciated above.

Composition of the Board

The Parent Advisory Board shall be comprised of at least nine (9) members. The Board shall have four officers (4) and at least five (5) at-Large members. Board positions that become available shall be filled in the manner prescribed in these by laws.

Officers of the Parent Advisory Board

PRESIDENT

General Charge: The President provides leadership and direction to the Parent Advisory Board and assists and supports the YMCA coaches with initiatives that will enhance and benefit the entire team.

Terms of Office: The President will be a member of the Parent Advisory Board, appointed by the Board, and serve in the position for at least a year, or longer, if the President and/or Board so desires. The term begins in June, following the last board meeting of the swim season.

Specific Responsibilities:

- 1) To appoint and guide volunteer subcommittees to carry out fund-raisers and other projects and events during the year, including, but not limited to, the annual car wash, the Hurricane Invitational, team social events, team photograph night, team suit and equipment orders and the annual Swim Team Awards Banquet.
- 2) To conduct all monthly Board meetings, to schedule other meetings of the Board as needed and to facilitate communications among Board members.
- 3) To meet monthly with the head coach to facilitate communications.
- 4) To facilitate the recruitment of parents of swimmers on the team to serve as at-large members of the Board.
- 5) To recruit from current members of the Parent Advisory Board volunteers to serve in the positions of Vice President, Secretary and Treasurer of the Board.

AS AMENDED BY VOTE OF THE BOARD ON FEBRUARY 10, 2003

- 6) To serve as a conduit for concerns of parents of swimmers, and, when appropriate, to bring those issues to the full Board for discussion and/or action.
- 7) To provide direction to the Board and the team in securing all appropriate personnel and services for home Y dual meets, including assigning one Board member to serve as meet director for each home meet.
- 8) In conjunction with the head coach, to oversee and emcee the annual Swim Team Awards Banquet.
- 9) To recommend team expenditures.
- 10) To foster cooperation between the YMCA and parents and among the coaching staff and parents.

VICE PRESIDENT

General Charge: The Vice President assists the President in providing leadership and direction to the Parent Advisory Board and assists and supports the YMCA coaches with initiatives that will enhance and benefit the entire team.

Terms of Office: The Vice President will be a member of the Parent Advisory Board, recruited by the president, and serve in the position for at least a year, or longer, if the Vice President and/or Board so desires. The Vice President will succeed the President upon completion of his/her term. The term of office begins in June, following the last board meeting of the swim season.

Specific Responsibilities:

- 1) In conjunction with the President, to schedule and publicize Parent Advisory Board meetings and team parent meetings.
- 2) To preside over Board meetings and other meetings when the President is absent.
- 3) To assist the President in carrying out the business of the team.
- 4) To recommend team expenditures.
- 5) To serve as a conduit for concerns of parents of swimmers, and, when appropriate, to bring those issues to the full Board for discussion and/or action.
- 6) To foster cooperation between the YMCA and parents and among the coaching staff and parents.

SECRETARY

General Charge: The Secretary keeps a written record of all business transacted at all meetings of the Parent Advisory Board and of team parent meetings.

Terms of Office: The Secretary will be a member of the Parent Advisory Board and serve in the position for at least one year, or longer, if the secretary and/or the Board so desire. The position is voluntary, and if necessary, the President will recommend a candidate to the Board from among those who step forward. The term of office begins in June, following the last board meeting of the swim season.

Specific Responsibilities:

- 1) To attend all Parent Advisory Board and team parent meetings and to arrange for a substitute in his/her absence.
- 2) To submit to the Board at each meeting written minutes of the previous meeting for approval. To provide copies of approved meeting minutes to the head coach.
- 3) To provide all correspondence regarding fund-raising or social events sponsored by the Board for the team.
- 4) In conjunction with the head coach, to produce and distribute, by November 1 each year, a phone tree for inclement weather, canceled practices and other uses deemed appropriate by the head coach and the Board.
- 6) To create a historical record by maintaining a binder of all meeting minutes and correspondence that will be turned over to the succeeding secretary upon completion of his/her term.
- 7) To assist the president in carrying out the business of the team.
- 8) To recommend team expenditures.
- 9) To serve as a conduit for concerns of parents of swimmers, and, when appropriate, to bring those issues to the full Board for discussion and/or action.
- 10) To foster cooperation between the YMCA and parents and among the coaching staff and parents.

TREASURER

General Charge: The Treasurer maintains a full accounting of all funds received and paid out.

Terms of Office: The Treasurer will be a member of the Parent Advisory Board and serve in the position for at least one year, or longer, if the treasurer and/or the Board so desire. The position is voluntary, and if necessary, the president will recommend a candidate to the Board from among those who step forward. The term of office begins in June, following the last board meeting of the swim season.

Specific Responsibilities:

- 1) To submit to the Board for approval at each meeting a written financial report.
- 2) To attend all Parent Advisory Board and team parent meetings and to arrange for the president to have written financial report in his/her absence.
- 3) To process approved reimbursement requests from coaches and parents conducting team business.
- 4) To work with head coach to prepare funds for deposit with the YMCA bookkeeper and to reconcile the YMCA's balance sheet with the team's balance on a monthly basis.
- 7) To create a historical record by maintaining a binder of all financial statements and other financial correspondence that will be turned over to the succeeding treasurer upon completion of his/her term.
- 8) To recommend team expenditures.
- 9) To serve as a conduit for concerns of parents of swimmers, and, when appropriate, to bring those issues to the full Board for discussion and/or action.
- 10) To assist the president in carrying out the business of the team.
- 11) To foster cooperation between the YMCA and parents and among the coaching staff and parents.

MEMBERS-AT-LARGE

General Charge: Members-at-Large are volunteer parents of swimmers on the ANA YMCA Hurricanes who work with the Parent Advisory Board to facilitate the smooth operation of the YMCA swim team.

Terms of Office: Members-at-large shall serve on the Board for two years unless (1) said member and/or the Board desire otherwise, or; (2) said member becomes an Officer of the Board in which case the member's tenure as an Officer shall be governed by the **Terms of Office** as set forth in these by laws.

Parents are eligible to become Members-at-Large by applying to the Board Nominating Committee when said positions become available. Upon presentation to the full board by the Nominating Committee, said parents shall become members of the Board upon election by majority vote of the entire Board.

Specific Responsibilities:

- 1) To attend all Parent Advisory Board and team parent meetings.
- 2) To serve as a conduit for concerns of parents of swimmers, and, when appropriate, to bring those issues to the full Board for discussion and/or action.
- 3) To assist the president in carrying out the business of the team.
- 4) To recommend team expenditures.
- 5) To foster cooperation between the YMCA and parents and among the coaching staff and parents.
- 6) To consider volunteering for a higher office if Member-at-Large has not already served in such a post.

BOARD PROTOCOL

- 1) The Parent Advisory Board will meet on the second Monday of the month at 6:15 p.m. (except July and August).
- 2) The Board will meet on an as-needed basis at the discretion of the President.
- 3) Vacancies that occur on the Board will be announced in the Hurricane Newsletter. Persons interested in joining the Board shall express their interest to a member of the Board's Nominating Committee. The Nominating Committee shall present to the full Board the names of any individual who has expressed an interest in joining the Board. If more than one person expresses an interest in an open Board position, the Nominating Committee shall recommend a candidate. Election to the Board shall be by majority vote of its members.
- 4) The Nominating Committee shall be comprised of three Board members. The President and Vice President shall not be members of the Nominating Committee. Nominating Committee terms shall last one year. The Board shall elect Committee members at the last Board meeting of the swim team season.
- 5) The Board will call meetings of the swim team parents as needed. In addition, the Board President, in conjunction with the head coach, will call a swim team parents orientation meeting each September.
- 6) These by-laws may be amended at any regular meeting or special meeting of the Parent Advisory Board by a majority vote of the Board, provided that written notice is given to all Board members at least 30 days prior to the vote.

Approved by Parent Advisory Board

February 10, 2003

AS AMENDED BY VOTE OF THE BOARD ON FEBRUARY 10, 2003