

WINCHESTER SWIM TEAM BOARD MEMBER RESPONSIBILITIES

The Winchester Swim Team (WST) is a non-profit, parent-run swim team, led by an elected Board of Directors. The members of the board are all volunteers. Board members are not financially compensated for their time, nor do they receive any discounts towards the financial costs of their children's membership on the WST. All members are expected to attend monthly meetings unless they experience a scheduling conflict. Board members should expect to assist at WST functions as needed.

WST Board Members should exercise their power in the interest of the organization and not in their own interest or interest of another entity, particularly one in which they have a formal relationship. When acting on behalf of WST, board members must put the interest of WST before their personal and professional interests.

The below is a description of our named board positions. While meant to be as inclusive as possible, potential volunteers should note the below is subject to change based on the needs of the team. Membership on the board is not limited to the positions described herein; however the below-listed positions are those that are critical to the functioning of the team.

PRESIDENT

The President is responsible for the overall management of the team. Those primary responsibilities include, but are not limited to:

- 1) Ensuring the board meets its fiscal and planning responsibilities by scheduling and chairing meetings, preparing and disseminating to the board meeting agendas prior to meetings, and ensuring tasks assigned to other board members are completed.

- 2) Conducting an annual performance review of the head coach by May 31 of each calendar year.
- 3) Once the head coach completes evaluations of the other coaches, reviewing those evaluations and notifying the board of any issues noted.
- 4) Drafting, in conjunction with the Treasurer and Vice- President, a budget for the swim team.
- 5) Conducting liaison with the facilities at which the team swims to establish and sign contracts for the use of the facilities to ensure consistent practice schedules and sufficient lane rental.
- 6) Serving as an authorized signature authority on WST checks, official letters (Such as decisions re family withdrawal from the team), and other contractual agreements on behalf of the WST.
- 7) Manage and be liaison between coaching staff and the board.

Vice-President

The primary responsibility of the Vice-President is to assist the president as needed in fulfilling his/her responsibilities. The primary responsibilities of the Vice-President include, but are not limited to:

- 1) Serving as Interim President of the WST should the President resign mid-year, or be otherwise unavailable for a significant period of time.
- 2) Chairing the meetings of the board in the absence of the President.
- 3) Conducting liaison with Virginia Swimming to maintain the team in good standing and to ensure the team is following appropriate guideline and regulations.
- 4) Registering WST non-athlete members of USA swimming (coaches, officials, and certain board members) annually, and monitoring compliance with required training and background investigations.
- 5) Establishing USA Level status for the WST.

- 6) Serving as an administrator to WST's online account/ profile with USA Swimming.
- 7) Serving as an authorized signature authority on WST checks.
- 8) Drafting, along with the President and Treasurer, an annual budget.
- 9) Responding to "contact us" e-mails from during an absence of the Secretary, and forwarding responses to appropriate board members.

Treasurer

Due to the magnitude of the financial responsibilities of the WST, in 2014 the board decided to hire an outside bookkeeper to manage our financial accounts, to track payments made to and by the WST, write checks (without signature authority), submit appropriate tax forms, and make deposits. However, the board has decided to reestablish a volunteer treasurer to supervise, liaison with, and to hold accountable our hired accountant. The responsibilities of the Treasurer will include, but are not limited to:

- 1) Drafting, in conjunction with the President and Treasurer, an annual budget for the WST, and submitting it to the board for review by November 15 of every calendar year.
- 2) Interacting with team families on issues of a financial nature.
- 3) Notifying the board of any issues concerning the payment of team dues by WST families. The Treasurer will notify the Board when a family is more than 60 days in arrears in the payments of their membership fees, so that the Board may reach a decision on appropriate action.
- 4) Notifying the WST Board when a family wishes to withdraw from the team and the reasons for that withdrawal so that the board may vote on the issue. The Treasurer will then prepare, for the President's signature, the letter informing the respective family of the Board's decision.

- 5) Along with the bookkeeper, preparing and submitting financial reports to the board at each monthly meeting.
- 6) Checking the team's post office box on a regular basis, and transporting any checks or bills to the bookkeeper for appropriate handling.
- 7) Retrieving the coaches' paychecks and expenditure reimbursements from the bookkeeper and distributing them to the coaches.
- 8) Monitoring the work of the bookkeeper.
- 9) Attending ALL Team Unify training sessions relating to billing and accounting procedures.
- 10) Having knowledge of QuickBooks Software is beneficial but not required.

Secretary

The responsibilities of the secretary include, but are not limited to:

- 1) Taking minutes at all WST Board meetings and distributing those minutes to the board for review.
- 2) Making sure, in advance, that another board member can take minutes should the secretary be unable to attend a meeting.
- 3) Maintaining all meeting minutes in a file should the need arise to review past decisions of the board.
- 5) Serving as the primary Communications Manager for the WST Board. This includes communicating with WST families via e-mail regarding all announcements, to include meet information, changes in practice schedules/cancellations, team functions, parent meetings, etc., and sending out all notifications or information other board members want disseminated to the team.
- 6) Providing initial e-mail response to "contact us" e-mails. If the e-mail requires the attention of another board member (such as billing inquiries or website-related registration issues), informing the sender (with a copy to the other board member)

that their e-mail has been received and forwarded to the appropriate board member for additional handling.

- 7) With input from other board members, maintaining and updating board-related documents such as the by-laws and team handbook.

WST Website Manager

The administrative management of the WST is now almost exclusively conducted through our website managed by Team Unify. This position is absolutely crucial for efficient management of the team. The responsibilities of the website manager include, but are not limited to:

- 1) Every fall, registering our swimmers with USA Swimming (through Virginia Swimming), and maintaining communication with Virginia Swimming regarding registration issues.
- 2) Setting up WST fall and summer registration and monitoring the registration daily when feasible. This also includes posting tryout times, maintaining the team's waitlist, and preparing the flyer for Jim Barnett's front desk and brochure.
- 3) Administrative management of the WST website, operating through Team Unify, and all that entails, including maintaining the team calendar, posting updated documents to the website, and either posting, and/or instructing other board members on how to post, information related to their respective job responsibilities (such as calendar changes, volunteer job sign-ups, etc.)
- 4) Attending monthly online training sessions hosted by Team Unify and staying up to date on new software features.
- 5) In conjunction with the Team Treasurer, maintaining and updating the Online Payment Processing contract with Team Unify.
- 6) Setting up the online registration for the WST Annual Banquet.

- 7) Working with the coaching staff to post standard practice times, Stroke & Turn Clinic schedules, etc.
- 8) In the short-term, working with the coaches to establish coaches vs. board responsibilities regarding meet-related postings, to include meet invitations, swimmer sign-ups, meet registration and meet-files. (This will be revised once responsibilities are established.)
- 9) Establishing group hotel rates/reservations for away meets.
- 10) Maintaining the WST Facebook page, to include adding photos and WST news events.
- 11) During 2014-15, maintained New Water communications with FCPR

SOCIAL COMMITTEE CHAIRPERSON

The Social Committee Chairperson is responsible for creating and organizing the social events that WST sponsors to foster team unity and to reward our team's swimmers and parents for all their hard work. Just during 2014-15, the team hosted the June Ice Cream Social, the team trip to a water park, a team picnics, carbo-load dinners, the annual parent meeting/team picnic in September, a trip to a corn maze, the Christmas Party, a bowling night, the team banquet, and the hospitality tent for the officials working our June long course meet. The duties of the Social Committee Chairperson (SSC) include, but are not limited to:

- 1) Recruiting team parents to participate on the committee and to assist at social events, to include set up and clean up. Other than the Social Committee Chairperson, the parent committee members are not WST Board members.
- 2) In conjunction with the Website Manager, ensuring board-approved social events are added to the website calendar.
- 3) Recognizing that our social calendar needs to remain fluid and open to unexpected opportunities, the SSC should prepare a

bi-annual (October 1, April 1) social event plan to the board for approval.

- 4) Creating goodie bags, ordering special t-shirts, etc, for championship meets and the Virginia Tech meet.
- 5) Planning, organizing, and the ordering/purchase of necessary supplies for social events.
- 6) Creating a submission for the fall registration packet, informing members of the existence of the Social committee, and describing some of our social plans for the upcoming year.

VOLUNTEER COORDINATOR

The sport of swimming relies heavily on parent participation in order for swim meets to run smoothly. The responsibilities of the Volunteer Coordinator include, but are not limited to:

- 1) For swim meets and other team events requiring volunteers, establishing the Job Signup section on our Team Unify website, and make sure all WST timer slots are filled, recruiting additional help as needed.
- 2) Establishing the Job Signup section on our Team Unify Website for the June Long Course meet, and making sure all positions and donation requirements are filled.
- 3) Sorting and filing award ribbons after receiving them from host teams.

MEET DIRECTOR

Every year, the WST hosts a long course swim meet, in June. The planning and executing of a meet is a year-long process. As such, the Meet Director is a separate board position. The responsibilities of the meet director are all contained in the Long Course Meet Binder. A sample of those responsibilities includes:

- 1) Preparing the meet invitation, obtaining approval for a USA sanction meet, and sending out the invitation.

- 2) Securing a Head Meet Official, as well as sufficient officials to run the meet, and being at that officials' "beck and call" during the meet.
- 3) Establishing a timeline for all the administrative needs of the meet.
- 4) Liaison with all teams attending the meet.
For a complete listing of the responsibilities of the meet director, see the binder.

FUNDRAISING COORDINATOR

As a non-profit and a swim team that hosts a long course meet in the summer, the WST is in desperate need of a volunteer to fill this newly-created position. The logical duties of a fundraising coordinator have been filled by a variety of board members, but now needs to be consolidated into this new position. The responsibilities of the Fundraising Coordinator will include, but are not limited to:

- 1) Working with the Long-Course Meet Director to ensure we have sufficient corporate sponsors for our Long Course Meet. The Fundraising Coordinator will be responsible for organizing all Long-Course Meet sponsorship recruitment efforts. This is a year-long effort, however must begin, at the very latest, by January 15 of each year.
- 2) Organizing the recruitment efforts for Splash Card sponsors.
- 3) Ordering and disseminating Splash Card to WST families.
- 4) Creating, planning and organizing fundraising opportunities for the WST. This is a year-long process, and the Fundraising coordinator should attempt to have all significant fund-raising events presented to the Board for a vote and placed on the team's calendar by October 1 of each year.
- 5) In addition to the sponsorships and Splash Cards noted above, the Fundraising Coordinator must at minimum organize our Swim-a-Lap events and local business "Spirit Night" events at establishments such as Chipotle and Sweet Frogs.

- 6) In planning fundraising events, must give the WST board sufficient notice to vote on the event, integrate the event into the team's calendar, and to notify the team's families. While it is recognized that sometimes opportunities arise unexpectedly, the Fundraising Coordinator should routinely give the Board at least a 60-day notice regarding fundraising opportunities.

PAST PRESIDENT

To ensure a smooth transition when a WST Board President resigns, on March 22, 2015, the Board voted to establish the position of Past President. When a President resigns, he or she will remain a voting member of the Board for a period of one year. The primary responsibility of the Past President during that year is to assist the current President in the conduct of his/her responsibilities, and to serve as a historical resource for the Board and the current President at Board meetings and when issues arise involving past board decision.

MEMBER-AT-LARGE

The Member-at-Large position is a full, voting member of the Board, however, has no specific assigned responsibilities. The Member-at-Large will be filled by a parent recruited to be on the board to fill a future board vacancy, or a board member who steps down from a specific board position, but who wishes to remain an active board member for a limited time. This position is limited to a one-year term. At the end of a year, the Member-at-Large must either resign from the Board, or fill a vacant position. The responsibilities of the Member-at-Large include, but are not limited to:

- 1) Serving as a voting member of the Board.
- 2) Attending all meetings of the Board.
- 3) Actively participating in all functions sponsored by the WST.
- 4) On an interim basis, filling any unexpected mid-year vacancy, that occurs on the Board, other than the President, allowing the Board to continue to function smoothly without overburdening other board members when a vacancy occurs.