**President**

* Presides over monthly Board meeting
* Prepares agenda for monthly Board meeting
* Ensures that NAC business is conducted as per the policies and procedures as set forth by the Board of directors
* Acts as liaison between Norwin School District and NAC
* Primary oversight of all paid staff
* Coordinates and schedules annual NAC Parent Meeting
* Coordinates annual Board nominating & election process
* Creates and distributes all NAC communications
	+ Schedules all NAC practices, swim meets, Learn to Swim sessions, Aqua Academy program and any other NAC functions
	+ Responsible for keeping NAC website up to date
	+ Responsible for registration process with Treasurer and Secretary

**Secretary**

* Records minutes at Board meetings and keeps all records pertaining to NAC business
* Maintains Employee records
* Maintains insurance records
* Updates NAC family mailboxes after each registration process
* Ensures by-laws and policies & procedures are current
* Prepares and distributes New Parent Information packets for new swimmers
	+ Updates NAC bulletin board as needed
	+ Helps coordinate Learn-to-Swim registration
	+ Helps coordinate registration with Treasurer and President

**Meet Director**

* Maintains equipment used during home swim meets
* Acts as meet director for home and away meets, including:
	+ Obtaining and coordinating on-deck volunteers at home and away meets, as well as Championship meets.
	+ Responsible for overseeing setup/cleanup\*, volunteer meeting\*, preparing clipboards, assisting coaches as-needed (swimmer lineups, attendance, etc.) \*Home meets only.
	+ Coordinates online signups for meets.
	+ Sends out meet paperwork via e-mail, if not done by the coaches.
* Orders any awards/t-shirts for Championship meets
* Maintains ribbons and orders additional as needed
* Assist AMS Meet Director with hosting of any AMS meets
* Helps Coordinate Learn to Swim registration

**Publicity Director**

* Copies and distributes all NAC information to Norwin School District (Tryouts/Learn to Swim)
* Notifies local media of meet results
* Coordinates marketing publications
* Coordinates any club photography throughout the year
* Updates NAC bulletin board as needed
* Collects, writes, and sends out NAC News

**Vice President-Social Committee Chair**

* Carries out the duties of any vacant Board position until filled
* Presides over Board meeting if the President is not present
* Banquet/Party planning (Annual Banquet, holiday swim party, summer picnic, team activity planning ie, bowling, drive-ins, etc.)
* Team Photos
* Team shirts and team caps/Learn to Swim shirts
* Team Suits

**Treasurer-Financial & Fundraising Chair**

* Prepares statements for monthly Board meetings
* Prepares documents for yearly audit
* Maintains checkbook
* Compiles bank deposits
* Reconciles main bank account monthly
* Pays all bills and responsible for Payroll
* Pays quarterly taxes and withdrawals payroll taxes
* Prepares yearly Form 990-Nonprofit Tax Return
* Answers any questions regarding corporate status
* Audits bank statements and books of the AMS Rep and Ways and Means rep
* Fundraising (Updates and distributes Swim for 60 information, distributes, tallies and collects pledge sheets and monies, maintains records for all fundraising efforts and oversees all fundraising endeavors)
* Helps coordinate registration process with president and secretary

**AMS Director**

* Conducts yearly sign up for AMS swimmers
* Maintains accounts for all registered AMS swimmers
* Pays registration fees for AMS meets
* Prepares monthly statements for Board meetings
* Pays any fees for open meets outside of AMS
* Prepares books for yearly audit by the Treasurer
* Facilitates AMS meet sign-ups
* Attends AMS meetings 2x/year
* Acts as Meet Director for any NAC hosted AMS meets

**Ways and Means Director – Concessions Committee Chair**

* Concessions -Prepares menu and coordinates volunteers, responsible for communication of donations needed, set up and clean up for home swim meets. Note: Also must attend training by Norwin School District to operate a concession stand on school property and abide by all district rules.
* Prepares monthly statement for Board meeting
* Maintains separate bank account and prepares monthly statement for Board meeting.
* Prepares statements for yearly audit by the Treasurer
* Responsible for yearly renewal of Games of Chance license to hold 50/50 raffle at home swim meets

**General BOD Duties**

* Attend monthly BOD meetings
* Help with Learn-to-Swim registration and Try Outs (generally 3x/year)
* Assist other BOD with their duties (i.e. when they are out of town and/or need help)