



Dartmouth Crusaders

Board Members and Volunteer Opportunities

EXECUTIVE BOARD

- Comprised of 9 Directors at Large
- Six positions are determinate:
 - President
 - Vice President
 - Treasurer
 - Director of Communications
 - Director of Competitions
 - Director of Administration
- Three positions are variable:
 - Determined at the AGM who will occupy these positions for a one or two year term
 - Must be a parent member (may be someone already fulfilling another position; such as Registrar, Chair of Officials, Chair of Fundraising, Assistant Treasurer, etc)

Job Descriptions

- President

- Presides over all meetings
- Official spokesperson and representative
- Liaison between the board and the head coach
- Attends SNS Fall President's Meeting
- Oversees general management of the club

- Vice president

- In the absence of the president, shall perform the duties of the President and the Board will occasionally ask them to perform certain President duties
- Works with Chair of Recruitment and HC to promote the club

- Treasurer

- Make all financial agreements for the Club as directed by the Board of Directors
- Oversee the integrity of the financial records as prepared by the Club accountant
- File with the registrar of companies of NS within 14 days of AGM

Job Descriptions

- Director of Communications

- Coordinates all information to the membership
- Organizes and maintains social media accounts
- Maintains and updates Team Unify, as well as, ensures members have access to the site
- Reviews and sends out Splash
- Works to help promote Recruitment and Social activities

- Director of Competitions

- oversees DCSC sponsored meets and coordinates their management
- Obtains SNS sanction for time trials and ensures officials
- With the Head Coach, before the start of the season, identifies meets DCSC will participate in (and host)
- Ensures sufficient DCSC officials for away meets

- Director of Administration

- Lead Board in the development and updating of policy & procedures, and of Board roles and responsibilities
- Act as publicity and media liaison if President (and VP) unavailable
- Oversees volunteers and ensures all positions are filled
- Oversees Team Manager and Equipment Manager

Other Key Positions: Finance

- *Assistant Treasurer*

- Looks after all account deposits and balances and reports these to the Treasurer.
- Makes monthly deposits of post-dated cheques

- *Fundraising Chair*

- Coordinate, book, plan and deliver major club fundraiser and all fundraising initiatives
- Activities to involve Board approval if required

- *Chair of Marketing & Sponsorship*

- Promote DCSC and develop marketing plan for sponsorship and support
- Organize information for logos of sponsors to be featured on website and in meet programs.

Other Key Positions: Communications

- *Social Coordinator*

- Coordinate 3-4 age appropriate team social events per year
- Work with Head Coach, Board and volunteers to successfully execute year end banquet and annual team photo

- *Chair of Recruitment*

- Work with DCSC Board and Head Coach to implement initiatives to increase recruitment to the team
- Coordinate with Chair of Marketing/Sponsorship

- *Website Assistant*

- Helps Director ensure that the information on Team Unify is user friendly

Other Key Positions : Administration

- Registrar

- Organize, review, update information for new members for September
- Ensure DCSC swimmers and coaches are registered with SNS
- Monitor timely completion of invoicing and payment for new members
- Ensure requirements for swimmer transfers are met
- Maintain up to date squad listings for Head Coach, Treasurer and Director of Communication

- Secretary

- Produce and distribute minutes for Board meetings, generally within one week following the meetings
- Produce and distribute to the Board the minutes of the Annual General Meeting, and upon approval of the Members make them available to the general membership upon request.
- Coordinate all room bookings with the Zatzman Sportsplex
- Collect all Board directed correspondence and keep files
- Ensure club registration with Swim NS for the succeeding season (usually required by June or July)

Other Key Positions : Administration

- Equipment Manager

- Order, manage payment for, and distribute team apparel
- Coordinate with registrar to ensure all swimmers have a team kit
- Consult with Head Coach annually regarding spirit gear and training accessories
- Provide payment summary to Treasurer
- Coordinate with 'Social Coordinator' to have distribution or 'used' sale of team uniforms or training gear

- Coordinator of Participation Points

- Administer DCSC volunteer points program.
- Communicate with Treasurer and Board
- Work with Head Coach to ensure volunteers for Epic Canada Day Race - Water Station
- Work with President to ensure volunteers for Kiwanis Christmas Tree Lot

- Team Manager

- Book and/or block accommodations for travel (outside HRM) meets in consultation with Head Coach as soon as competition calendar is confirmed (usually June)
- Coordinate vehicles and travel arrangements (if needed)
- Ensure booking contracts are signed and returned
- Communicate booking release dates to Director of Communications for posting to the web calendar
- Coordinate release date reminders to go in SPLASH prior to release date deadlines

Other Key Positions: Competitions

- Chair of Officials

- Deliver a Club Officials Development plan that encourages DCSC members to participate in officiating and to advance their competition officiating certification
- organize official training courses for the members, and communicate to the Director of Communications to post to the web calendar
- Coordinate senior officials for DCSC sponsored meets

- Meet Manager

- Organize meet(s) hosted by DCSC
- Ensure meet programs and sessions are printed and ready for distribution
- May be more than one individual per meet
 - **Hospitality Suite Committee**
 - Committee of three individuals recommended
 - Committee works to secure donations and food for canteen (if available) and hospitality for volunteers for Crusader hosted meets
 - Committee coordinates set up of and distribution of food/ refreshments to volunteers (and to canteen if available) for the duration of the competition, and clean up as needed following the competition
 - Committee submits a financial report to the Meet Manager

- Recorder/Scorer

- Accept meet entries, set-up meet entries on computer and coordinate with meet office staff for meet
- Responsible for all results
- Tabulate computer results, upload to Swim Canada and distribute ribbons/medals

President

