

Board of Directors (BOD):

Primary responsibilities include all aspects related to the stability of the club with regards to budgetary concerns; managing the club Vision and Mission; and including the following duties:

- Set strategic direction for the club and establish consistent policies for administration of all club matters
- Responsible for club governance
- Approve the annual Budget for the Club.
- Chair Committees for the purpose of administering the business of the club.
 - Fundraising: increase funding to help improve deliverables
 - Organize and promote successful swim meets according to Budget
 - Oversee Discipline (Chair of Conduct Committee)
 - Oversee volunteer committees
 - Club Communications (non-swim program related communication)
 - Pursue opportunities to improve the business of the club. E.g. Expansion, Grants, etc.
- Liaison with club members on such issues as mentioned above.
- Hiring and terminations for Head Coach
- Reviewing and signing employment contracts for all club staff
- Terminations for club staff based on feedback from Head Coach
- Participate in job interviews as required
- Evaluate head coach against KPIs on an annual basis

Head Coach (Director of Swimming):

Primary responsibilities include all aspects related to the administration and delivery of a coaching program in a manner consistent with policies set by the Board of the NKB Swim Club including the following duties:

- Developing and administering the annual budget in conjunction with and as approved by the BOD.
- Oversee and responsible for all competitive and non-competitive club programming.
- Responsible for all club staff on a continual basis:
 - Selecting coaching staff within the confines of the budget
 - Reviewing staff contracts with Board and signing contracts
 - Identifying possible staffing issues and or terminations
 - Supervising
 - Training and evaluating
 - Promoting and disciplining
- Directly coach the most “senior” swimmers in the club

- Oversee development of all swimmers of the Club through their assigned coaches, in a manner consistent with the Club's mission and objectives.
- Responsible for overseeing the scheduling of all events that take place within the club.
- Liason with City of Ottawa regarding pool allocations, issues management.
- Reports to: Board

Head Age Group Coach:

Primary responsibilities include all aspects related to the administration and delivery of a coaching program to the Age Group/Junior (AG/J) members of the Club, under the direction of the Head Coach; and including the following duties:

- Monthly accounting, to the Head Coach, of work accomplished; and progress on upcoming events.
- Responsible for the scheduling of events related to the AG/J programs.
- Responsible for the communication between AG/J groups and membership.
- Responsible for implementation of program development, as directed by the Head Coach.
- Reports to Head Coach

Junior Barracudas Coordinator:

Primary responsibilities include all aspects related to the administration and delivery of the Club's Non-Competitive program, "Junior Barracudas", under the direction of the Head Coach; with the assistance of the Club Manager; and including the following duties:

- Responsible for registration and class assignments for all Junior Barracudas programs
- Responsible for recruiting, training and supervising of Junior Barracudas staff
- Responsible for submitting payroll to Club Manager
- Responsible for the marketing and advertising of the Junior Barracudas program.
- Maintain qualifications required to train the Junior Barracudas staff
- Responsible for continual accounting to the Head Coach on all progress for the program

Club Manager:

Primary responsibilities are the overall general management and operations of all aspects related to the administration of the Club's business, under the direction of the Head Coach; and including the following duties:

- Responsible for the general communications with the membership, and directs inquiries accordingly including those from the BOD and/or Head Coach.
- Ensure efficient and effective front office operation with focus on customer service.

- Attend outside meetings or committee's that helps promote or benefit the club in the swimming community.
- Facilitate the organization of and provide support for the various club Committees
- Monthly accounting, to the Head Coach, of work accomplished; and progress on upcoming events.
- Financial Management of all accounts, billings, receivables, and deposits for the club.
- Work in conjunction with NKB accounting firm.
- Monthly accounting to the Treasurer, regarding work accomplished regarding financial management
- Contract administration
- Maintain all club books and records, including family accounts and financial accounts
- Maintain IT systems
- Manages all Vendors (Bills), and relationships with suppliers and supporters.
- Manage the day to day finances of the club with tight discipline to the annual budget.
- Responsible for Annual Pool Booking Contracts at all pools
- Responsible for all Event Bookings
- Responsible for pool cancellations and changes.
- Responsible for the registration process for all club members.
- Responsible for maintenance of the rosters on Team Unify
- Reports to Head Coach
- Reports to Treasurer for financial administration