

THE BOARD

	POSITION	PERSONS
EXECUTIVE COMMITTEE	<i>Past President</i>	Amber Vialette-Douglas
	<i>President</i>	Jeff Reire
	<i>Vice President</i>	Nancy Rowsell
	<i>Secretary</i>	Leona Vechina
	<i>Treasurer</i>	Wayne Lusk
	<i>Head Coach</i>	Josh Kolden
	<i>Team Manager</i>	Michael Feuerstein
	<i>Pups Liaison</i>	VACANT
	<i>Fundraising</i>	VACANT
	<i>Officials</i>	VACANT
	<i>Social</i>	VACANT
	<i>Sponsorship & Advertising</i>	VACANT
	<i>Hospitality</i>	VACANT
	<i>Volunteer</i>	VACANT
	<i>Member at Large</i>	Melissa Grenkow and Susan Goldie

If you have any questions for the board and or the coordinator positions please feel free to contact our team manager at teamanagenseals@gmail.com

BOARD OF DIRECTORS

PAST PRESIDENT

Amber Vialette-Douglas

POSITION DISCRPTION

The role of the Past President is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers and Directors, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.

BIOGRAPHICAL INFORMATION

PRESIDENT

Jeff Rerie

POSITION DISCRPTION

The role of the President is the ***executive officer*** of the organization and in their capacity shall:

- * Presides at board meetings
- * Creates a purposeful agenda in collaboration with other board members
- * Serves as the contact for board issues
- * Serves as the contact for Swim Manitoba
- * Sets goals and objectives with the board and ensures they are met
- * Holds members accountable for attending meetings

BIOGRAPHICAL INFORMATION

VICE PRESIDENT

Nancy Rowsell

POSITION DISCRPTION

The role of the President is the ***Vice-executive officer*** of the organization and in their capacity shall:

- * Prepares to assume the office of the board chair
- * Fulfills the board chair's duties when the presiding officer is absent or if that office becomes vacant
- * Assists the board chair in the execution in their duties
- * Serves on committees as requested to learn the operations of the board

BIOGRAPHICAL INFORMATION

SECRETARY

Leona Vachina

POSITION DISCRPTION

The role of the Secretary is critical for the smooth operations of the board. Their duties include:

- * Assures that an agenda has been prepared and that it is distributed in advance
- * Oversees the distribution of background information for agenda items
- * Prepares the official minutes of the meeting and records, motions, discussions, votes and decisions
- * Prepares and provides the previous meeting minutes prior to the next meeting

BIOGRAPHICAL INFORMATION

TREASURER

Wayne Lusk

POSITION DISCRIPTION

The role of the Treasurer is to deal with the clubs finances and ensure that we remain on budget. Their duties include
* Ensures tax-related documents and legal forms are filed on time
* Serves as chair of the finance committee and financial officer of the club
* Assists the president, head coach and team manager prepare the annual budget and presents it to the board and then to the membership at the AGM
* Reviews the annual audit and answers financial questions from members

BIOGRAPHICAL INFORMATION

TEAM MANAGER

Michael Feuerstein

POSITION DISCRIPTION

The role of the Team Manager is to deal with the day to day operations of the club. Their duties vary depending on the needs of the club but at present they are:
* Registrar, complete all of the club registration: club, coach and swimmers
* Provide regular communications via the club website for all club matters
* Act as the Meet Manager for all club meets
* complete bookkeeping duties for the swim club
* Sits on the Board with no vote

BIOGRAPHICAL INFORMATION

PUPS LIASION

Kathrine W

POSITION DISCRIPTION

The Pups Liaison director acts as representative for the pups program and they are the representative of the parents and their concerns.
* They speak regular with other pups parents
* Provide feedback on program to both the board and the head coach
* Assist with word of mouth communication about up coming events and requirements of families in the pups programme

BIOGRAPHICAL INFORMATION

FUNDRAISING

POSITION DISCRIPTION

The fundraising director is responsible for the three (3) club fundraising events which are held during each session (Fall, Winter and Spring). They are responsible for the following:
* providing each family with their allotted tickets/commitments
* tracking the progress of each family
* collecting any unsold tickets/commitments re-disturbing to those asking for more
* Collecting funds and providing them to the team manager
* providing the board with updated information on those that participated and not

BIOGRAPHICAL INFORMATION

OFFICIALS

POSITION DISCRIPTION

The Officials Director is responsible for the following:
* keeping a list of members and what they have been trained in/for
* provide the team manager with a list of positions required for the meet
* provide the team manager with links to other clubs sign up for meets
* arrange clinics as needed for training
* Works with the meet manager for hosted club
* Works with the SMOA on the high level officials required for the meet

BIOGRAPHICAL INFORMATION

SOCIAL

POSITION DISCRIPTION

The Social Director is responsible for the following:
* Planning the annual Awards Banquet Brunch
* Planning annual wind up event
* Planning social events during the year for the club
* If there is an out of town meet planning group dinner reservations
* Works with the Team Manager to ensure all events are upload to the club website
* Books all hotels for out of town meets

BIOGRAPHICAL INFORMATION

HOSPITALITY

POSITION DISCRIPTION

The hospitality director is responsible for the following when we are hosting swim meets:
* planning of the meals/catering for hosted swim meets
* preparing budget of items needed for the meet
* ensure there is sufficient help for the event
* communicates with the both the Meet Manager and Officials director

BIOGRAPHICAL INFORMATION

SPONSORSHIP & ADVERTISING

POSITION DISCRIPTION

The sponsorship and advertising director is responsible for the following:
* putting together/reviewing the clubs sponsorship package
* obtaining NAMED sponsors for our swim meets
* obtaining leveled sponsors for meets and the club
* providing the Team Manager with information on the sponsors for the website
* providing the meet manager with sponsor information for the programs
* work with our sponsors to ensure that we maintain a healthy relationship

BIOGRAPHICAL INFORMATION

VOLUNTEER

POSITION DISCRIPTION

The Volunteer director is responsible for the following:
* working with the officials director to ensure that all volunteers show for the commitment
* monitors the online tracking of volunteer points/hours
* provides information to the Team Manager on those who failed their commitment
* updates the service hours webpage for non-club hosted events.
* provided updates to families on their volunteer points/hours status

BIOGRAPHICAL INFORMATION

MEMBER AT LARGE

Melissa Grenkow and Susan Goldie

POSITION DISCRIPTION

The Member(s) at Large have no specific duties on the board. They are their provide the board with the perspective of the parents and their general concerns. The Member(s) at Large will sometimes have assigned duties to them when called upon by the President or the board in general.

BIOGRAPHICAL INFORMATION