

# EDHS AQUATIC PARENTS BOARD

**All positions one year term**

## President

- Run board meetings
- Organize agenda for meetings w/ input of board
- See all matters needing follow up are being done by appropriate board member

## VP of Boys

- Be liaison between the parents and aquatics coach(es) when appropriate
- Address issues involving boys water polo season and regarding boys during swim season
- See that fundraising activities are organized
- Must be parent/guardian of active male athlete in program

## VP of Girls

- Be liaison between the parents and aquatics coach(es) when appropriate
- Address issues involving boys water polo season and regarding boys during swim season
- See that fundraising activities are organized
- Must be parent/guardian of active female athlete in program

## **Secretary**

- Keep accurate records of all board meetings
- Maintain a current record of Aquatic Parents and athletes
- Post minutes and email communications as necessary
- In absence of President, may perform any of the duties required by President

## **Treasurer**

- Keep permanent books of any and all bank accounts held by Aquatic Parents of El Dorado Booster Club, including records of income, receipts & disbursements
- Receive all money, provide receipts and make necessary deposits to bank approved by Board
- Pay all bills as authorized by the Board, dispense allotted money to the Aquatics Coach(es) for misc expenses (or deposit into ASB account for coaches to use), disbursement of checks shall require a warrant signed by 2 members of executive board
- Prepare annual budget and financial summaries for board meetings
- Work with Executive Board to forward all necessary tax and insurance forms as required by district and/or government agencies
- Treasurer's reports shall be made available to general membership
- Operating summer payroll including generating paychecks, tax payments, W2 forms, etc.

# COMMITTEE CHAIRPERSONS

## Snack Shack Chairperson

- Plans, coordinates and manages home games and meets
- Coordinates sign ups with website admin
- Coordinates and purchases any items needed and necessary
- Ensure all mechanical and hardware related items used for every event are in working order
- Coordinate cash till needed w/ treasurer as well as perform money count
- Coordinate and create all signs and menu needed

## Fundraising Committee

- Works with Boys & Girls VP to coordinate and identify needed fundraisers. This includes reaching out to all local businesses for donations needed: goods, cash, gift cards, location use
- Meets with Boys & Girls VP to plan and identify opportunities
- Coordinates formal donation and sponsorship hard copy solicitation correspondence and thank you letters
- Review and discuss best practices and lessons learned from opportunities to grow and plan the next years fundraisers
- Coordinates sign ups with website admin

## Banquet Committee~ need to cover 3 banquets: boys water polo/ girls water polo/ swim season

- Schedule and confirm dates with Coach, Board and School Admin
- Reserve event location and obtain signed contract from provider
- Plan & coordinate theme, menu, decorations, program and favors
- Coordinate collection of senior photos
- Design & print programs
- Invite appropriate honored guests, as requested by Coach, Board or School Admin
- Coordinate production of slide show, provides screen and/or arranges for set up all audio-visual equipment