OCSC Board Positions

OCSC Board Positions:

* President
* Vice President
* Public Relations
* Treasurer
* Registration
* Special Events (2)
* Meet Manager
* Swim Fund

**OCSC President:**

* Prepare meeting agenda, location and facilitate the Board of Director’s meetings
* Verify that all team business is attended to timely
* Review bank statement provided by Treasurer
* Help with the coordination of pool schedule, and adhering to pool policies. Need to verify schedule with the pool director and OHS Swim Coaches.
* Conduct Board of Director elections / maintain job descriptions. In the fall, provide new board members with job description and knowledge of tax exempt number and places of service.
* Attend a majority of Coach’s monthly meetings
* Identify coach hiring as necessary in cooperation with Head Coach
* Prepare yearly parent survey and head coach survey
* Prepare Head Coach contract (done every two years)
* Prepare and post advertisement for Coaches
* Determine cancellation of practices, regarding snow or facilities issues in agreement with Head Coach and Vice President

**Vice President:**

* Assist President as necessary
* USA Safety Officer
* Help coordinate annual team banquet in March and registration night in the fall with Special Events Coordinator and President
* Maintain current team handbook both printed and on website
* Assist PR Board in selling / collecting and preparing ad page for home swim meet
* Coordinate vendor/store where we will purchase suits, caps and other teamwear with Head Coach
* Order new swimmer plaques and year tags to give out at March banquet

**Registration:**

* Set up registration on Team Unify for new and returning families. This will include registration form, health form, meet registration and USA swimming form.
* Prepare and maintain registration form; updating coaches and board member of any changes
* Maintain team roster and disperse to every coach and board member electronically at start of each session.
* Maintain signed health and disclaimer forms
* Maintain USA paper forms
* Add new mailbox folders for new members
* Schedule and prepare each session registration
* Schedule and prepare each PUP session as directed by Head Coach
* USA submission for all swimmers
* Provide updated roster, registration and USA payments to Treasurer within one week of start of each session

**Treasurer:**

* Responsible for OCSC Assets and financial records including the following:
	+ Monthly financial statements for Board Meetings
	+ Prepare Annual Budget for Board approval prior to beginning of fiscal year
	+ Coordinate annual internal review of the financial records
	+ Develop financial policies and procedures
	+ Design and maintain sufficient copies of time sheet forms
	+ Retrieve bi-monthly time sheet forms for all staff and forward to bookkeeper
	+ Review monthly bank statements and book keeper report with president prior to each board meeting. Bank statements to then be initialed and dated by both Treasurer and President
	+ Prepare and provide cash or start up cash boxes for all events where needed
	+ Receive and submit receipts for reimbursement
	+ Oversee bookkeeper duties as listed below, and
	+ Perform such other relevant duties as may be assigned by the board president
		- OCSC Bookkeeper:
			* Non board member under supervision of Treasurer
			* Prepare monthly financial statements
			* Complete payroll checks
			* Complete all IRS forms including 1099, W-2, etc.
			* Prepare 990 annual Tax Exemption reporting
			* Complete quarterly WI Unemployment reporting
			* Complete 941 monthly payment and quarterly reconciliation
			* Preform such other relevant duties as may be assigned by Treasurer

**Swim Fund Coordinator:**

* Maintaining each swim family’s account. This includes maintaining an electronic running balance for each season. Posting deposits to their accounts and posting charges for meets and events swam. Monthly statements to each family.
* Maintain Swim fund checking account. Make deposits and write checks as needed
* Make periodic copies of check register to give to bookkeeper so the activity can be recorded on annual Form 990
* Complete meet entry/waiver forms, after receiving a copy of the meet entry sheets form the head coach, listing each swimmer, number of events each swimmer is swimming and the charges each swimmer incurs for those swims. Calculate total OCSC fees for swim meet; write check to host club and mail in a timely fashion.
* Coordinate with meet manager in fall and spring to send OCSC deposits to hos clubs. Write these checks and mail.
* Check with Head Coach after each swim meet to determine if any swimmer’s swim fund account needs to be adjusted for any events that they were signed up for, but did not swim and should not be charged.
* Make Board aware of any family’s swim fund that has large negative balance
* Attend fall registration and spring banquet to assist families with swim fund questions

**Special Event Coordinator (2):**

* Help coordinate internal OCSC fundraising activities such as swim meet concessions, OKT
* Coordinate other team activities such as Intrasquad meet in the fall, registration night in the fall, bowling party, team photos, float night, spaghetti dinner, etc. Will need to find location, equipment, etc.
* Assist coordination of “General” parent volunteers in sub groups
* Make recommendation of charge for members not participating in the fund raising / volunteer positions.

**Meet Manager:**

* Coordinate Dual meets, home meets. This involves all volunteer positions needed to run a meet. This will be coordinated with the Meet Marshall. Special Events will coordinate concessions.
* Prepare timing sheets for our swim meets
* Prepare coaches packets for our swim meets. Prepare heat sheets for the meet including printing and copying
* For OCSC Meets: coordinate with opposing teams regarding order of events, specifying date when seed cards are due, informing them of OCSC home meet expectations, notification of warm-up and meet start times, rules and regulations as needed. Order awards for our swim meets.
* Coordinate housing for all out of town meets
* Provide confirmed lists of meets team will attend and send in appropriate paperwork. This is done in late summer and late winter
* Get meet information posted to Team Unify
* Attend quarterly LSC meetings

**Public Relations:**

* Prepare and distribute official team publication materials such as fliers, posters.
* Coordinate team spirit days in the schools
* Follow up on Oregon Chambers activities and attend at least 4 meetings a year
* Update OCSC website
* Sell/collect and prepare ad page for home swim meet