

BOARD POSITIONS

President

The President of the Radnor Aquatic Club (RAC) is an elected position selected by the board of directors. Elections are held at the board's annual end of season meeting. The President is the Chairperson of the RAC Board of Directors, has one vote, and is responsible for the overall operation of the team. Responsibilities include:

- Presides over, attends, and arranges the date, time and place for all meetings of officers and/or parents. Calls special meeting as needed.
- Appoints and oversees standing committees (Concessions, Team Gear, etc...). Assures all aspects of the team operations are covered by appropriate committees or individuals and monitors the various activities throughout the year, providing necessary guidance.
- With the approval of the other elected officers, hires the swim coaches and serves as the main point of contact for the coaches, revising contracts as needed.
- Establishes payroll and bonus criteria for coaches in conjunction with VP and treasurer.
- Liaises with treasurer regarding setting up payroll for coaches.
- Serves as the official spokesperson for the team.
- Serves as liaison between RAC and Radnor High School and RAC and Woolery Enterprises to schedule pool time, meets and special events, address security and equipment issues, and other pertinent issues, such as lifeguard coverage at all practices and meets.
- Co-signs RAC checks with the Treasurer.
- Makes decisions concerning the routine operations of the team and minor financial matters, consults with the Board of Directors on more complicated matters and large outlays of funds.
- Conducts Parents Forum in September in conjunction with Head Coach.
- Acts as master of ceremonies for the RAC annual Awards Banquet and is responsible for the traditional gifts to the coaches and/or volunteers.
- Collects current information from all committees and sends out periodic e-mails during the swim season, to all team members, to keep them informed.
- Provides the webmaster of the RAC web site, accurate and current information for posting.

Vice President

The Vice President of the Radnor Aquatic Club is an elected position selected by the board of directors. Elections are held at the board's annual end of season meeting. The Vice President is a member of the RAC Board of Directors, has one vote, and is responsible for the overall operation of RAC in the absence of the team's President, assuming all of his/her duties. Specific responsibilities include:

- Attends Board meetings.
- Attends home meets in a trouble shooting capacity.

- Works closely with the President in coordinating the various functions necessary to have a successful swim season. Aids the president in facilitating meetings, appointing committees and overseeing specific parent committees.
- Works with President to negotiate with Radnor School District.
- Co-signs RAC checks with the Treasurer, in the absence of the President.
- Oversees operation of any RAC Parent Committees in the absence of the Chairperson, assuming all of his/her duties until a new chairperson is appointed.
- Works with other elected board members to hire swim coaches.
- Manages swim team try-outs in September in collaboration with head coach. Recruits necessary resources to assist with tryouts.
- Negotiates Speedo contract every year upon expiration.

Treasurer

The Treasurer of the Radnor Aquatic Club (RAC) is an elected position selected by the board of directors. Elections are held at the board's annual end of season meeting. The Treasurer has one vote, and is responsible for the overall financial management and financial health of the team. Responsibilities include:

- Attends Board meetings.
- Keeps custody of all team funds. Maintains the bank and Vanguard accounts and reconciles accounts monthly.
- Prepares a line item budget of revenue and expenses, annually. Due in June for the upcoming season. Presents budget at June Board meeting and finalizes following board input.
- Reviews performance against budget and updates president and vice-president, monthly.
- Prepares financial updates for board meetings, as requested.
- Maintains the Quickbook system.
- Pays coaches, quarterly.
- Files 990ez tax return and 1099s for contracted services.
- Timely and accurately distributes and collects funds, prepares deposits into the team's bank account (from concessions, special events and other), and keeps track of all transactions, including a record of receipts and expenditures.
- Co-signs RAC checks with the President or Vice President.
- Audits financial expenditures of all committees/chairpersons.
- Prepares checks as requested by chairpersons for expense reimbursement.
- Assures all swimmers sign waivers and pay fees prior to try-outs/season start.
- Provides and delivers necessary change for the cash box at all home meets for the concession stand.
- Informs the President of any financial related matters that could jeopardize the team's operation and makes recommendations accordingly.
- Advises on financial matters as they arise.

Secretary

The Secretary of the Radnor Aquatic Club is an elected position by the RAC Board, with elections held at the Board's annual end of season meeting. The Secretary is a member of

the RAC Board of Directors, has one vote, and is responsible for maintaining RAC files and keeping custody of all swim team documents. Responsibilities include:

- Attends all Board of Directors meetings, recording minutes and providing copies of these minutes to all board members, via email, for approval.
- Maintains copies of all historical records.
- Overseas swim team registration.
- Prepares and maintains team membership roster (addresses, phone and cell phone numbers, email addresses), with distribution to all Board members and coaches.
- Maintains by-laws to make sure they are abided by; recommends revisions to by-laws as needed; coordinates the revision process.
- Sends thank you notes and gifts as appropriate.
- Prepares and sends club mailings as appropriate.
- Submits receipts to treasurer as appropriate.

SAL Team Representative (Same for Boys and Girls)

The Team Representatives are elected positions by the RAC Board, with elections held at the Board's annual end of season meeting. The role is the same for both the girls' and boys' representative and has 2 distinct parts, Suburban Aquatic League (SAL) League Team Representative and Meet Director.

League responsibilities include:

- Attends the 3 league meetings (Fall, Winter, and Spring). Each team gets 2 votes on any proposals, such as rule changes or league realignment, so it is important to have 2 representatives attend.
- Brings back information for the club from the league meetings. This includes meeting notes, bills to the club and sometimes checks to the club for hosting Divisional Meets or to offset purchase costs of league mandated software.
- Throughout the season, checks on meet times, venue changes etc. and communicates important details to Board and to Webmaster for distribution to members.
- Serves as the point of communication on all league issues

Note: The SAL rep handbook, operating procedures and by-laws are at:

<http://www.suburbanaquatic.org/League%20Documents/SALdocuments.htm>

Meet director responsibilities include:

- Solicits volunteers for all parent jobs at both home and away meets, making sure there are no vacant roles. At home meets the meet director must be certain there will be parents to set up and operate the timing system, run the computer, start the meet, run the snack bar, act as runners and manage the 50-50 raffle. At all meets the meet director must be certain there are parents to serve as S&T judges, timers, deck parents, and finish judges.
- Ensures that the pool is set up and ready for home meets.
- Has waters on hand for home meet volunteers.
- Prints out the volunteer list and brings it and watches to the away meets.
- Purchases DQ, finish judge, timer pads and 50-50 raffle tickets as needed.
- Makes sure RAC has working watches for meets. Purchases as needed.
- Greets meet director from opposing team and goes over all details prior to meet start

- Handles mid-season squad changes.
- Provides releases for team changes.

Note: SAL meet jobs are described on the SAL website
<http://www.suburbanaquatic.org/meetjobs.htm>.

Diving Representative

The Diving Rep is an elected position by the RAC Board, with elections held at the Board's annual end of season meeting. The Diving Rep is a member of the RAC Board and has one vote. Responsibilities include:

- Coordinates between Coach, Team members and their parents.
- Coordinates meets with opposing dive rep.
- Coordinate volunteers at meets to work the scoring table and judge.
- Acts as a sounding board for coach and his thoughts.
- Represents the dive team to the board of directors.
- Facilitates communication among divers, parents diving coaches and RAC Board
- Introduces diving coach at banquet.

Webmaster/Communications Director

The Webmaster/CD is an elected position by the RAC Board, with elections held at the Board's annual end of season meeting. The Webmaster/CD is a member of the RAC Board and has one vote. Responsibilities include:

- Designs and maintains the RAC website.
- Updates RAC website with pertinent information. All published material to be approved by president/board before posting.
- Sends mass e-mails to RAC families with pertinent information. All published material to be approved by president/board before sending.
- E-mails team with meet volunteer link 1 week prior to all meets.
- Maintains RAC board outside pool lobby. Determines content to post in conjunction with president/board.
- Makes recommendations to board of directors regarding technology upgrades. Researches and presents financials behind recommendations.
- E-mails meet results to league registrar.

Note: The webmaster does not write communications. Board members and committee heads are to write whatever material they want sent out. The webmaster will proof and edit documents prior to distribution.