

Calvert Aquatics Club  
Executive Board Members  
Duties and Responsibilities

**President:**

- Oversee CAC Registrar and ensure all swimmers, coaches, and non-athlete members are registered with USA / MD Swimming
- Attend training required by USA / MD Swimming to continue CAC club recognition
- Attend MD Swimming House of Delegates yearly meeting
- CAC Bylaws
- Policy and Code of Conduct
- Review and enforce Policy and Code of Conduct issues
- Assist all CAC Board Members
- Assist with the development of CAC program fees
- Yearly Membership meetings (schedule, organize, run)
- Meet monthly with Head Coach and/or attend CAC Coach's meetings
- Evaluation of CAC items on a monthly basis – Annual Schedule Review
- Head Coach and Assistant Coach(s) contracts
- Facility(HAC) rental contract
- Chair Swim Meet Committee
- Oversee MAAPP/SafeSport Team Liaison
- CAC Handbook development and updates
- CAC Liaison to Hall Aquatic Center and County Government
- Human Resources Coordinator
- Liaison with Arena sponsor and lead renewal/bidding when contract expires

**Vice President**

- CAC promotions Chair
  - Chair CAC promotional items or team store
  - Chair CAC promotional events with members at large
  - Chair CAC Fundraising events with members at large
- CAC Team Fitting/Coaches Gear/Spirit Wear
- Work with President to liaison with Arena sponsor and lead renewal/bidding effort when contract expires
- Assist with the development of CAC program fees
- Yearly Membership meetings (schedule, organize, run)
- Chair the Executive Board annual election process from nominations for open positions through yearly voting odd years or when not on the EC ballot
- CAC Handbook development and updates
- Assist all CAC Board Members

## **Secretary:**

- Develop monthly CAC Board meeting agenda
- Official CAC minutes of each meeting, to include posting to all CAC board members, “official CAC binder”, and on the CAC Office 365 Share Point file
- CAC Yearly Calendar with President, Head Coach, Members at Large
- Assist President with CAC Handbook
- Assist with the development of CAC program fees
- Monthly Membership Newsletter (coach will submit ‘wet’ side information)
- Volunteer Recognitions
- Schedule meeting space

## **Treasurer:**

- Process Payroll for CAC employees
- Coach Educational Budget
- Pay CAC invoices
- Pay CAC meet entry fees
- Develop yearly CAC budget
- Present CAC finances at monthly Executive Board meetings
- Present CAC finances at Annual Membership meetings
- Collect and deposit funds from clinics, fundraisers, donations, spirit wear, etc....
- Tax Donation letters
- Update Quickbooks on-line
- Balance CAC monthly bank statements
- Update Team Unify billing cycle on a monthly basis
- File appropriate Maryland and Federal Tax forms in a timely manner
- Assist with the development of CAC program fees
- Administrator for all Team Unify Billing (general set up, dues, invoices)
- Notify members with expired credit cards in Team Unify
- Coordinate a volunteer to attend CAC fundraising events to process credit card payments during the event
- Insurance (review, update, pay additional insurance)

## **Registrar:**

- Assist with the development of CAC program fees
- Update Team Unify on pro-rated Program Fees
- Registration
  - Register team, coaches, and non-athlete members at the beginning of each swim season (September) \* official register themselves.
  - Register any new swimmers that join
- Register Swimmers
  - Approve team registration in TU
  - Meet with new families to verify full name/ DOB documentation ( must have availability to be at pool during some practice sessions)
  - Generate USA Swimming registration package/ send to MD Swim registrar
  - Maintain communication with Head Coach regarding swimmer tryouts/

- registrations
  - Process all transfer forms and send to MD Swim registrar
  - Work with CAC President on any special registrations/ payment plans
  - Answer any parent questions regarding registration process
- Attend yearly Registrar training/meeting with MD Swim Registrar (September)
- Certifications
  - Verify that all coach/ non-athlete member requirements are current (certifications/background check/ APT)
  - Verify that all athletes turning 18 complete the APT training
  - Notify all coaches/ non-athlete members of any certifications that are set to expire in the next 90 days
  - Follow up with coaches/ non-athlete members to ensure recertification was achieved
- Maintain current swim group rosters
- Group Evaluations
  - Receive notice from Head Coach on swimmers that will be moving groups based on evaluations
  - Calculate additional charges (if applicable) for the swimmer move up
  - Process a credit card charge for the additional fee from the move up
- Team Unify Registration Administrator
  - Create and monitor TU Registration system for yearly / seasonal programs
  - Monitor swimmer membership status (active/suspended)

### **Members-At-Large (2):**

- Schedule and hold regular “bleacher” meetings with parents of representative group to field concerns, questions, group activity planning
- CAC outreach to community
- Advertisement
  - Flyer distribution at public & private schools
  - Summer Swim Teams
  - High School Events
- Publicity
  - HAC open house
  - Community Events
  - Back to School Open House Events
- Group events
- Swimmer recognition (head coach develops program)
- CAC member volunteer program
- Assist with the development of CAC program fees
- Organize social events for both swimmers and families / adults
- Oversee Fundraising