



NHCP Board of Directors and Chairperson Job Outlines

Board of Director Positions: All attend monthly board meetings and participate in club management and decision making.

President: Responsible for overall management of the club. This is a 3-year commitment consisting of Vice President, President, and Past President. This is an executive board position.

Vice President – President Elect: This position has a three-year commitment of Vice President, President, and Past President. This is an executive board position.

Vice President – Finance: Responsible for the club finances and works with the Treasurer to ensure the club remains viable. This is an executive board position.

Vice President – Age Group: This is an executive board position.

Treasurer: Responsible for the club finances and works with the Vice President - Finance to ensure the club remains viable. Works with the Head Coach to assemble a club operating budget with input from the entire board. This is an executive board position.

Secretary: Takes minutes at all board meetings. Produces and posts minutes and notices to the club website. This is an executive board position.

Past President: This position is filled from the President's position. They stay on after their term as President to assist and advise the current President. This is an executive board position.

Club Chairperson Positions:

Apparel Chair: This person is in charge of arranging and maintaining the variety of different selections the club has for clothing and equipment.

Club Registrar: This individual ensures that all team athletes are registered annually with MSI and that MSI insurance is in place for all of them.

Fundraising Coordinator: This position is created for each individual fundraising event that is approved by the BOD.

Hospitality Chair: Prior to meet, coordinate with the meet director to determine what meals are needed for officials/coaches and then order and/or purchase the food. Additionally, the chair will shop for snacks and beverages for the officials, coaches and volunteers and coordinate delivery to the hospitality lounge.

Meet Director (two positions): These individuals are responsible for the overall coordination and running of our home swim meets. This includes working with the various chairpersons and Head Coach, to ensure everything runs smoothly.

Parent Group Representative: This position serves as a liaison between the Board of Directors and the parents/guardians of each training level.

Volunteer Coordinator: This position has primary responsibility for posting and tracking the volunteer requirements of the club and its member families. Also helps recruit and sign up helpers for all club meets and activities, and track volunteer activities.

Website Coordinator: This person has primary responsibility for maintaining and updating the club's website as needed and assisting club members in resolving account and email issues.