

# JCC BRIDGEWATER TIDE

## PARENT COMMITTEE POSITIONS

### Parent Committee Chair

- Communicate with Swim Team Director, Coaches, and Committee Members
- Organize and run all Parent Committee meetings by providing agendas with discussion topics followed by meeting minutes listing action items
- Fill all committee members positions at first parent committee meeting
- Provide support and information to all committee members
- Ensure all team activities and events are planned, scheduled and completed
- Analyze all aspects of parent support and make recommendations as needed

### Parent Committee Co-Chair

- Parent of swimmer age 11 and under to remain in this position with intent to become the Parent Committee Chair
- Assist Parent Committee Chair with parent committee meetings responsibilities
- Provide support to all parent committee positions and activities as needed

### Spirit Wear Coordinator

- Contact vendor to coordinate online store sales, make merchandise selections and determine prices with Coach approval
- Prepare to open, close and receive delivery by specific dates such as before holidays or special meets
- Organize all merchandise upon delivery and coordinate with the Coaches the preferred method of distribution to all swimmers
- Organize spirit wear for travel trips
- Keep track of all logo files which includes BWTD logo, Sponsorship logos, and swimmer created logo for travel trip
- Keep track of Tide inventory that is available for sale at the JCC such as swim caps, t-shirts

### Volunteer Coordinator

- Work with coaches to set point values and requirements for all potential jobs
- Recruit new official if needed
- Recruit volunteers for all meets and team events
- Keep track of all points earned by families
- Provide mid-season update of points earned to all families

### **Social Committee Chair**

- Fill all social coordinator positions for each practice group at the beginning of the season
- Email parents from each group with open social coordinator positions if spots are not filled
- Keep track of all socials for each practice group and provide support as needed
- Assist with organizing all team-wide social events such as Kick-Off Party, Swim-a-thon, End of Season Banquet, etc.

### **Social Committee Coordinator**

- Plan a minimum of one social event for the season either on-site or off-site
- Choose a date that a meeting room at the JCC is available and reserve the room
- Email parents of swimmers with details and ask for RSVPs
- Choose a theme, ask for donations and a small fee to cover expenses
- If possible have a craft or game to make it fun or ask a parent to help with a fun activity
- Communicate with your coach and with the Social Committee Chair with the date, time and location of your social

### **Fundraising Chairperson**

- Provide suggestions and work with coaches to organize all approved fundraising events
- Analyze fundraisers and determine which fundraiser would generate the most funds
- Set goals and advertise to generate team support
- Recruit fundraising coordinators if needed to manage multiple fundraisers
- Work with coaches to get the dollars amounts raised from each fundraiser
- Create flyers and ask the JCC to include your fundraiser in member email announcements

### **Travel Trip Coordinator**

- Preferably parent of a swimmer with qualifying times that may be able to attend meet in NC
- Organize Invitational Meet travel arrangements such as airfare, hotel, meals, and transportation
- Work with coaches and JCC staff to confirm attendees and travel arrangements
- Coordinate with Spirt Wear Coordinator to provide t-shirts or possibly other apparel for purchase with swimmer designed logo chosen from a coach assigned logo contest
- Communicate with coaches and parents attending to ensure that everything is running smoothly

## **Corporate Sponsorships Chair**

- Find corporate sponsors in the area to help support our team
- Ask other parents to get corporate sponsorships from their employers
- Keep the corporate sponsorship letter online up-to-date and revise if needed
- Ensure we have files of the logos from all our sponsors to print on our t-shirts for special events

## **Head of Officials**