**FAST Board and Committee Positions**

**President**

* Presides over, attends, and arranges the date, time and place for all meetings of officers and/or parents.
* 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.
* 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
* Conducts and assists other Board members with swim team registration, including publicity
* Point of contact for all Non-Board Positions.

**Vice President**

* Performs President responsibilities when the President cannot be available. (see President Job Description)
* Works closely with the President and other board members.
* Participates closely with the President to develop and implement transition plans.
* Performs other responsibilities as assigned by the Board.
* Attendance at all board meetings.

**Secretary**

* “Official” record keeper of all FAST board business, i.e. take minutes and type them up in a timely manner for the web master to post on our website so that general members have access to the board business.
* Performs other responsibilities as assigned by the Board.
* Attendance at all board meetings.

**Head Coach**

* Responsible for all assistant coaches and tracking hours that each coach works and reports these hours to the Treasurer for payroll.
* Coordinates all coaching of the swimmers and insures that each group gets allocated pool time including an assigned assistant coach.
* Attends all swim meets or assigns an assistant coach to cover for him when two meets occur at the same time or in case of an unexpected emergency.
* Reports progress of the swim team to the board.
* Enters swimmers into respective events based on skill levels as determined by the head coach.
* Responsible for all club and non-club equipment.
* Coordinates all coaching logistics (i.e. travel to events, hotels, etc.)
* Attendance at all board meetings.

**Fundraising**

* Oversees the fundraising events that are not swim meets.
* Develops and executes new fundraising ideas.
* Coordinates yearly Swim-a-thon.
* Coordinates Dueling Pianos.
* Attends all Board Meetings.
* Work with anyone involved in a fundraising event for the team.
* Gather information, delegate responsibilities when needed and seek Board approval for various events.
* Transfer all funds and information pertaining to any fundraising event to Treasurer.
* Work with Volunteer Coordinator to fill open positions and arrange for additional support volunteers to have fund raising efforts well-staffed.
* Communicate fund raising information at committee and board meetings.
* Identify potential fundraisers.

**Treasurer**

* Bi-weekly payroll (includes regular payroll, stipend checks, mileage checks, reimbursement checks.)
* Figure and deposit quarterly payroll taxes monthly. Submit taxes to Federal, State and City (quarterly and year end.)
* Generate, assemble and mail W-2’s. (January)
* Get all info together for accountant (once a year). File final statement.
* Set yearly budget.
* Set fees each season.
* Set fees for Senior Champs.
* Generate monthly statements.
* Get money ready and deposit all income including all fees, meet entries, Ohio Swimming, fundraising, Swim-A-Thon/Reverse Raffle, Flag City, etc.
* Pay bills. Calculate Workers’ Comp amounts.
* Get checks to Head Coach for meet entries .
* Work with Head Coach on submitting Ohio Swimming Registration. Work with Erin Schwab from Ohio Swimming.
* Consolidate all personal fundraising money into one spreadsheet for individual family use including taking the amounts from scrip, Kroger, Cheddars and Kohl’s.
* Have cash ready in cash boxes, collect it every night, make final deposits by area – concessions, heat sheets, bag tags, entries and deck entries for Flag City.
* Check the PO box once a week.
* Answer all financial questions (email and phone calls are included).
* Prepare financial reports ready for every board meeting.

**At- Large Positions**

* Represent the interests and concerns of the age group parents they are representing on the board.
* Attend all board meetings.
* Actively participate in board discussions.
* Talk with the parents of their respective groups swimmers to understand their interests and concerns

**Past President**

* Provides additional continuity to the board.
* Provides the board with any historical information that pertains to board issues or decision.
* Attend all board meetings.

**Committees & Other Non-Board Positions**

**Billing Administrator**

* Works with the treasurer to develop the monthly billing statements.
* Work with the treasurer to collect funds from team families.
* Administers and maintains all aspects of the Team Unify Billing System.
* Post charges and collected money to accounts including membership fees, meet entry fees and fundraising totals.

**Finance Committee**

* Consists of Treasurer, President, Vice President, Billing Administrator, Head Coach, and one at large member.
* Assist treasurer as needed.
* Assist in the development and review of the budget.
* Review the financial aspects of board decisions.
* Make recommendations to the board regarding financial matters.

**Marketing/Public Relations**

* Is responsible for obtaining coverage of team and swimmer achievements in the media (newspapers, magazines, television, radio, etc.); preparing news releases for meets; and writing up results of major meets for local newspapers.
* Arrange for promotion of major upcoming events, individual, and team achievements.
* Write articles for the web site.
* Coordinate information with local schools.

**Social/Spirit Coordinator**

* Plan Awards Banquets (2 per year).
* Schedule all non-meet events associated with the Swim Team.
* Assist in budgeting for all events associated with the Swim Team.
* Communicate event information at committee and team meetings.
* Identify potential spirit events.

**Spirit Wear Coordinator**

* Work with Head Coach and Centennial Printing to design team shirts for both short and long course seasons.
* Work with Head Coach and Centennial Printing to design and order Junior Olympic team shirts for both seasons.
* Prepare Spirit Wear apparel selections annually for team members and families.
* Distribute and collect orders and payments from members for all of the above tasks.
* Deliver all orders to respective members in a timely manner.

**USA Swimming Official**

* Officiate at various meets during each season.
* Certification required.

**Scrip Program Coordinator**

* This person manages the team’s Scrip Program.
* They coordinate the delivery of cards ordered on the internet.
* They coordinate the accounting of the credits earned by each family.
* They coordinate the payment of SCRIP fees.

**Non-Board Directors:** Below are the descriptions for the Non-Board Directors. The Non-Board Directors will report directly to the board. The president of the board will be the point of contact for the board when communication is necessary between Non-Board Directors and members of the board.

**Flag** **City Meet Director**

* The Director is responsible for the overseeing the entire Flag City Invitational, from planning and preparation, to running the meet, to tearing down on Sunday.
* This position can be “co-chaired” as needed and when determined by the board.