**President**

**QUALIFICATIONS/SKILLS:**

Completed two years of Board membership term and have an understanding of parliamentary procedures.

 **TERM:**

The President is elected by the members and serves for a two-year term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
* Willingness to serve on at least one committee
* Attendance at monthly Board meetings
* A time commitment of 10-20 hours per month, (includes Board preparation, meeting, committee and meeting time)
* Attendance at Annual General Meeting
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Establishes overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the members.
* Be the primary spokesperson for Holly Hills Swim Team to the media and community at large
* Address Annual General Meeting
* Chair the Board
* Report to Board on status of major programs
* A signing authority on behalf of the Board for financial and legal purposes
* Represent the organization to Government and Municipal officials
* Provides leadership and direction to the Board
* Arrange for Vice President to Chair meetings in the absence of the President
* Represent the Holly Hills Swim Team at community functions
* In conjunction with the Board set monthly meeting agenda
* Enhance relationships with other community groups and agencies
* In conjunction with the Board provide guidance and leadership
* Ensure Board members receive agenda and minutes in a timely manner
* Work in conjunction with Holly Hills Country Club to staff and manage the position of Head Coach.
* Work in conjunction with the Head Coach to staff and manage the positions of Assistant and Associate Coaches.
* Work in conjunction with Holly Hills Country Club, Head Coach and Board of Directors to staff and manage the positions of Swim Lesson Instructors.
* Adhere to general duties outlined in the board member job description

**REVIEW/APPROVAL DATE:**

* Annually review the Chair/President's job description. Recommended changes are presented to the Board for ratification.

**BOARD VICE PRESIDENT

AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for Holly Hills Swim Team.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS:**

Completed one year of Board membership term and have an understanding of parliamentary procedures.

 **TERM:**

The Vice President is elected by the members to serve for a two-year-term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
* Willingness to serve on at least one committee
* Attendance at monthly Board meetings
* A time commitment of five hours per month, (includes Board preparation, committee and meeting time)
* Attendance at Annual General Meeting
* Be informed of the services provided by Holly Hills Swim Team and publicly support them
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Assist in establishing overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the membership
* Fulfill meeting Chair position in the absence of the President, monthly Board meetings
* Adhere to general duties outlined in the board member job description

**MINOR DUTIES:**

* Time keeper for Assistant Coaches/Lesson Instructors
* End of Season Banquet – Committee Chair

**REVIEW/APPROVAL DATE:**

* Annually review the Vice-Chair/President's job description. Recommended changes are presented to the Board for ratification.

**BOARD TREASURER (DIRECTOR)

AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for Holly Hills Swim Team.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS:**

Completed one year of Board membership term and have the ability to execute basic accounting transactions, assemble budgets and read/understand/interpret financial statements.

 **TERM:**

The Treasurer is appointed elected by the members to serve a two-year term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
* Willingness to serve on at least one committee
* Attendance at monthly Board meetings
* A time commitment of five hours a month, (includes Board preparation, meeting, committee and meeting time)
* Attendance at Annual General Meeting
* Be informed of the services provided and policies established by Holly Hills Swim Team and publicly support them
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Establish overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the community
* Maintain good standing on all Receivable accounts
* Maintain good standing on all Payable accounts by receiving all bill and making payment by team check drawn on team accounts.
* Manage and maintain the Non-Profit status of the team to remain in good standing.
* Ability to read/understand/Interpret financial statements for Board members
* Chair the Finance Committee
* A signing authority on behalf of the Board for financial matters
* Ensure CPA reviewed financial statements are presented to the Board on an annual basis
* Calls the motion at Annual General Meeting to appoint the Certified Public Accountant
* Act as a resource to other committees
* Adhere to general duties outlined in the Board member job description

**REVIEW/APPROVAL DATE:**

* Annually reviews the Treasurer’s job description. Recommended changes are presented to the Board.

**BOARD SECRETARY

AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for Holly Hills Swim Team

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS:**

Good communication and written skills.

 **TERM:**

The Secretary is elected by the members for a two year term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in one or more area of Board governance: policy, finance, programs and personnel
* Willingness to serve on at least one committee
* Attendance at monthly Board meetings
* A time commitment of five hours per month, (includes Board preparation, meeting, committee and meeting time)
* Attendance at Annual General Meeting
* Be informed of the services provided and policies set by Holly Hills Swim Team and publicly support them
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Establish overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the community
* Prepare and maintain minutes and records for all board meetings
* Reviews/monitors and verifies accuracy of the meetings minutes, and circulates to all Directors
* Maintain and keep secure all crucial team documents and revisions thereto. (i.e. – Bylaws)
* Monitor the team’s Post Office Box and distribute its contents as appropriate.
* Receive Swim Team and Swim Lesson related payments sent via US Mail. Send notice of payment to IT Chair to activate Member Families and deliver checks to Team Treasurer for endorsement and deposit into team accounts.
* Adhere to general duties outlined in the board member job description

**REVIEW/APPROVAL DATE:**

* Annually reviews the Secretary’s job description. Recommended changes are presented to the Board.

**LEAGUE REPRESENTATIVE

AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for Holly Hills Swim Team

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS:**

Good communication and written skills.

 **TERM:**

The League Representative is elected by the members for a two year term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in one or more area of Board governance: policy, finance, programs and personnel
* Willingness to serve on at least one committee is optional
* Attendance at monthly Board meetings
* A time commitment of five hours per month, (includes Board preparation, meeting, league meeting time)
* Attendance at Annual General Meeting
* Be informed of the services provided and policies set by Holly Hills Swim Team and publicly support them
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Establish overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the community
* Represent Holly Hills Swim Team to FSSL and all it members acting as a liaison to the league and its member teams always acting to protect the best interest of the team.
* Prepare, attend and report to the Board as necessary to keep them apprised of FSSL business including but not limited to League Schedule and Rules Changes.
* Adhere to general duties outlined in the board member job description

**REVIEW/APPROVAL DATE:**

* Annually reviews the League Representative’s job description. Recommended changes are presented to the Board.

**PARENT LIASION

AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for Holly Hills Swim Team

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS:**

Good communication and written skills.

 **TERM:**

The Parent Liaison is elected by the members for a two year term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in one or more area of Board governance: policy, finance, programs and personnel
* Willingness to serve on at least one committee is optional
* Attendance at monthly Board meetings
* A time commitment of 5-10 hours per month, (includes Board preparation, meeting, committee meeting time)
* Attendance at Annual General Meeting
* Be informed of the services provided and policies set by Holly Hills Swim Team and publicly support them
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Establish overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the community
* Represent Holly Hills Swim Team to Team Member Families acting as a liaison to: Coaches, Board of Directors and Board Members.
* Prepare and send all Team related correspondence in the most efficient means available.
* Receive any Member communications on behalf of the board and bring pertinent matters to the board’s attention as necessary. Refer complaints, as necessary, to the Board President to insure a positive working relationship with the Member Families.
* Recruit Committee Chairs and Member Volunteers as necessary to support swim team functions such as: Practice, Meets and Spirit Events.
* Adhere to general duties outlined in the board member job description

**REVIEW/APPROVAL DATE:**

* Annually reviews the League Representative’s job description. Recommended changes are presented to the Board.

**INFORMATION TECHNOLOGY CHAIRPERSON (IT)

AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for Holly Hills Swim Team

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS:**

Good communication and written skills.

 **TERM:**

The Information Technology is appointed by the Board of Directors for a two year term.

**REQUIREMENTS:**

* Commitment to the work of the organization
* Knowledge and skills in information technologies. (TeamUnify, Meet Manager can be taught)
* Willingness to serve on additional committees is optional
* Attendance at monthly Board meetings
* A time commitment of 10-20 hours per month, (includes Board preparation, meeting, committee meeting time)
* Attendance at Annual General Meeting
* Be informed of the services provided and policies set by Holly Hills Swim Team and publicly support them
* Prepare for and participate in the discussions and the deliberations of the Board
* To foster a positive working relationship with other Board members, Team Member Families, Holly Hills Country Club and FSSL (Frederick Summer Swim League).
* Be aware and abstain from any conflict of interest

**MAJOR DUTIES:**

* Establish overall long and short term goals, objectives and priorities for Holly Hills Swim Team in meeting the needs of the community
* Maintain and provide technological support for: Team Website (Team Unify), Team E-mail addresses, Team Data Bases and Meet Manager.
* Work with the Coaching Staff and Opposing Teams’ IT to timely prepare and submit meet entries in the proper format.
* Build and administer Swim Team Registration.
* Build and administer Swim Lessons Registration by Session.
* Recruit assistants as necessary to support your efforts and assist in data entry during swim meets and time trials.
* Advise the board and provide recommendations as necessary related to the computer software and hardware required to effectively support the team.
* Research and advise the Board of Directors as necessary on new or improved technologies as related to the team’s operations.
* Maintain accurate and complete written records of all tasks and duties performed to provide to your successor in the event of your planned or unplanned termination of service to the team.
* Adhere to general duties outlined in the board member job description

**REVIEW/APPROVAL DATE:**

* Annually reviews the League Representative’s job description. Recommended changes are presented to the Board.