



## Division Rep Responsibilities

A Midlakes Division Rep must be an active member of a current Midlakes Club. A Division Rep cannot represent the Division their membership club belongs to. The League will work to find a Division Rep that is willing to switch Divisions if your Division has the only opening. Your initial volunteer commitment would be for two years, but you are welcome to continue to sit on the Board in subsequent years as a Division Rep or any other open position.

Your responsibilities are, but not limited to, the following:

- ✓ Attend all Midlakes Board meetings and General Membership meetings.
- ✓ At the Annual Spring meeting: meet with team reps from your division. Guide and instruct them on communication, responsibilities, etc. within the division. Make sure your division selects a Divisional Championship (B-Champs) host club for the season.
- ✓ Keep records of all meet results in order to compile a win/loss record for your teams. Make sure that each team is forwarding results to the website per posted instructions.
- ✓ Forward your division win/loss record to the league Awards & Records Administrator after the last B-Meet of the Season so that awards and plaques can be ordered for delivery at A-Champs.
- ✓ Submit sanctioned meet requests from clubs to the board for approval. Forward approved sanctioned meet information to the Communication Director for posting on the website.
- ✓ You are the contact for your division regarding problems and concerns; advising them on how to resolve issues or taking the issue to the Board if necessary.
- ✓ You are the liaison between your division teams and the Midlakes Governing Board.

As a board member you will have elevated permissions to access the website which will allow you to use the email feature directly from the site. Contact the Communication Director for information and details.