

## **BOD Job Duties**

### **The President shall:**

- a. Provide general oversight, direction and decision-making for the management of the SRST.
- b. Conduct meetings as required to organize and provide direction for a successful summer swim season.
- c. Assist in the hiring and termination of coaching staff.
- d. Assist the Treasurer and Director of Sponsorship to prepare a budget for BOD approval and assist the Treasurer to implement approved budget.
- e. Organize and lead the general meeting at the beginning of each swim season.
- f. Organize and lead the End of Season Awards Ceremony.

### **The Team Representatives (ODSL, CSL, and Mini-Rays) shall:**

- a) Act as liaison with designated League by attending League as SRST representative.
- b) Provide BOD with an executive summary of league meetings to the BOD. Act as liaison with coaching staff and communicate their needs and concerns at BOD meetings.
- c) Determine meet schedules for the summer swim season.
- d) Keep SRST informed of all League requirements.
- e) Participate in any committee that may be formed in order to take on hosting by SRST of any Invitational, Divisionals, or All Star meets.
- f) Serve as point of contact with opposing team representatives.
- g) Communicate swim meet details to swim participants and their families.

### **The Directors of Operations (ODSL, CSL, Mini-Rays) shall:**

- a) Coordinate home meet set up and clean up.
- b) Coordinate meet volunteers including timers, referee, starters, stroke and turn judges, data entry, ribbon writers, runners, and clerk of course.
- c) Coordinate referee, starter, and stroke and turn judge training and certifications
- d) Track parent volunteer hours to ensure requirement have been met.
- e) Ensure that all required equipment is maintained and located at the required pools. This includes backstroke flags, starter systems, computers, lane lines and wrenches.
- f) Collect and maintain a file of coaching staff Red Cross and Pool Operation certifications.
- g) Organize and oversee a committee to operate concessions for their program's home meets.
- h) Coordinate swim meet photographers for the swim season. Assist as needed in uploading of photos.

**The Director of Social shall:**

- a) Organize and promote team social events at the start of the season.
- b) Assist the President with organizing the End of Season Award Ceremony.
- c) Organize and promote team excursions (ie. Splashdown, Kings Dominion etc.)
- d) Organize and promote annual Swim-a-thon.
- e) Promote and organize the end of season volunteer recognition party.

**The Director of Procurement shall:**

- a) Select and order team swimsuit
- b) Select and order team t-shirt
- c) Select and order end of year awards
- d) Select a team photographer and coordinate team and individual pictures.
- e) Select spirit wear and coordinate online sales.

**The Director of Sponsorship shall:**

- a) Assist the Treasurer and President with preparing a budget for BOD approval.
- b) Organize and coordinate sponsorship drive and fundraising efforts prior to the start of the season.
- c) Secure sponsors at BOD approved levels of sponsorship
- d) Assist Director of Communications with acknowledging sponsors on SRST website.
- e) Act as liaison with team sponsors.

**The Director of Communications shall:**

- a) Maintain all areas of the SRST website including, but not limited to, uploading of meet results, FAQ's, calendar, hiring announcements, and team records.
- b) Issue team communications at the request of the BODs.
- c) Maintain all email lists.
- d) Maintain registration of the SRST domain name.
- e) Ensure proper data security measures are in place and adequate.
- f) Provide technical support to the data entry volunteers as needed.

**The Director of Registration shall:**

- a) Coordinate and schedule pre-season registration dates and requirements.
- b) Coordinate volunteers to assist with on-site registration at designated SRP community events.
- c) Work with the Director of Communications on electronic swim team registration as needed.
- d) Provide the BOD and coaches with a complete and accurate team roster at the beginning of each swim season.
- e) Coordinate with SRP a review of all registered swimmers to ensure they meet the registration criteria.

**The Treasurer shall:**

- a) Lead the budget committee to develop a budget to present to the BOD for majority approval.
- b) Process and distribute payroll according to BOD approved schedules.
- c) Maintain bank accounts and prepare monthly bank reconciliations.
- d) Maintain and safeguard all cash boxes used for concessions.
- e) Account for and bank deposit, in a timely manner, all receipts including, but not limited to: registration payments, concession revenue, and sponsorship receipts.
- f) Process all payables in a manner consistent with section 7.0 of this document.
- g) Provide a Treasurer's Report, at General Membership and BOD meetings, that shall include a Statement of Financial Activities (with % to budget) and a Balance Sheet.
- h) Handle financial correspondence with the Bank and the Internal Revenue Service(IRS).
- i) Prepare and issue all required filings with the IRS to maintain non-profit status and to stay compliant with employment laws.

**The Secretary shall:**

- a) Record meeting minutes and submit them to the BOD for approval at the next meeting .
- b) Be a custodian of records, including but not limited to: Bylaws, meeting minutes and legal documents.
- c) Retain historical records from other BOD positions.
- d) Assist Treasurer with maintaining employee record compliance.
- e) Assist Directors of Operations with tracking volunteer hours.
- f) Be the first point of contact for the BOD email account.
- g) Provide support to BOD members as needed.
- h) Ensure compliance with SRST Bylaws.

**The Past President shall:**

- a) Automatically become a member of the BOD for a period of two years following the two year term as President.
- b) Provide guidance and support where needed during the planning and execution of the two year term immediately following tenure as president.
- c) Attend the SRP Recreation and Grounds Committee meetings as a representative of SRST and report back to the BOD any concerns or actions from those meetings.