



Olentangy Swim Association (OSA)

Olentangy Swim Association (OSA) Swim and Dive Team Swim Team Board and Committee Chairperson Job Descriptions

The following are job descriptions of board and committee positions for the OSA Swim and Dive Team. The descriptions are intended to be a guideline of duties and responsibilities to be followed and will act as a description for prospective board and committee members.

Board positions

- **President - Melissa Baker (mmbaker08@aol.com)**
 - As the primary administrator of the OSA Swim and Dive Team (“Swim Team”), the president shall coordinate, delegate, and oversee the business operations, including the following:
 - Schedule and preside at meetings (held monthly from February through July, or as needed)
 - Appoint all board and committee positions until a voting system is established
 - Act as ex-officio member of all committees
 - Assist board members and committee chairpersons in resolving issues and concerns
- **Vice President (serves as president the following year) - OPEN**
 - The chief function of the vice president is to establish and maintain staff duties of the OSA Swim Team. The VP shall perform the following:
 - Establish and update job descriptions as needed
 - Screen candidates for staff positions; contact staff pre-season to verify intent to return and/or change in position
 - Establish salary guides that provides increments for returning personnel
 - Evaluate staff performance; discuss concerns with staff and/or membership
 - Assist president with agenda formation, policy concerns, and goal setting
- **Treasurer - Katie Legates (kmlegates@hotmail.com)**
 - The treasurer shall maintain the business accounts of the OSA Swim Team, including the collection of its membership fees and payment of bills as approved by the Swim Team Board. The treasurer shall perform the following:
 - Maintain the business accounts of the Swim Team, including general ledger, bank accounts, and membership records
 - Collect all deposit funds and other revenues due to the OSA Swim Team
 - Distribute funds from a depository institution as authorized by the Swim Team Board as needed to maintain the operation of the Swim Team. The president, the treasurer and at least two officers shall be authorized to sign checks on behalf of the OSA Swim Team.
 - Maintain and file income tax and payroll tax as required by the IRS, working in conjunction with the OSA pool treasurer
 - Monitor expenditures



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- Prepare budget summary sheets for Swim Team Board meetings and membership communications
- Communicate to the Swim Team Board any unusual expenses or excessive expenditures out of line with the budget
- **Secretary - Julie Madsen (julie@lightyearsoftware.com)**
 - Prepare Swim Team Board meeting minutes and distribution to board and committee membership
 - Send communications to Swim Team membership, including but not limited to orientation information, swim meet information, volunteering signups, etc.
 - Manage “TeamUnify” account
- **Dive Team Representative - Laurah and Leif Carlson (leandorla@att.net and laurahcarlson@gmail.com)**
 - Oversee all dive team operations, including but not limited to coaching, practice scheduling, meet set-up/clean-up, scoring, etc.
 - Maintain ongoing communication with board regarding dive team updates and needs
 - Work with pool board secretary regarding communications to dive team membership

Committee Chairs

- **Meet Director Chair - Leanne Hudson (lhudson0608@gmail.com)**
 - Responsible for the coordination and operations of hosted swim meets (two dual and one developmental), and works in conjunction with the Parent Volunteer Chair
 - Duties include, but are not limited to organizing meet set-up (lane lines, starting system, bullpen, scoring table, etc.), “trouble-shooting” during the meet, and coordination of meet clean-up
 - *Note: veteran parent preferred*
- **Parent Volunteer Chair - Laura Blumenstiel (laurablumenstiel@gmail.com)**
 - Communicate volunteer requirements to the Swim Team Board Secretary so that communications may be sent to families, allowing opportunities for signups
 - Identify volunteer needs for hosted swim meets and assure required volunteering hours for all families
 - Works in conjunction with meet director during home swim meets
 - *Note: veteran parent preferred*
- **Social Program Chair - Shannon Eizenberg (shannon.daniels78@gmail.com)**
 - Organize and coordinate social activities, including but not limited to “Bagel Friday” and “Pump it Up” champs party
- **Fundraising Chair - Inna Edsall (inna.edsall@yahoo.com)**
 - Work with subcommittee, appointed by chair, to plan and organize fundraising activities



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- Focus on raising funds outside of operational budget (e.g., Dolphin timing system, block covers, etc.)
- Present fundraising proposal activities at Swim Team Board meetings for approval
- **Apparel Chair - Holly Kilrain (hkilrain@gmail.com)**
 - Order apparel for the OAS Swim Team members (i.e. suits, caps, T-shirts, etc.)
- **New Member Liaison - Tracy Buday (tracy.buday@gmail.com)**
 - Organize and coordinate mentoring program for new members and develop frequently asked questions (FAQ) document for new members
 - *Note: veteran parent preferred*
- **Awards Chair - Colleen Sheaf (thesheafs@gmail.com)**
 - Distribute awards to swim team folders after meets (day after the awards are received)
 - Receive PB report from Swim Team Board Secretary; cut times/stickers and distribute to swim team folders after meets (day after the results are received)

**By serving in either a board or committee position, one child's swim or dive team fees will be credited \$80.