**WPSC Board Member Roles and Responsibilities**

The **President** shall be the official spokesperson for the Waverly Piranhas Swim Club, and shall perform all duties properly required of him/her by the Board, and shall have the following duties and responsibilities:

1. To chair all Board and General Membership meetings and to develop the agenda for these meetings.
2. To be the club delegate to USA-Michigan Swimming and attend these meetings and receive copies of all Michigan Swimming Minute and other information.
3. To be the club delegate to the Capital Area Swim League or any other swim organization the Board approves, attend these meetings, and receive copies of all minutes and other information.
4. To assign duties to the Vice-President and other officers and board members and appoint ad hoc committees as necessary.
5. To be one of two persons (the other being the Treasurer) designated to sign checks for the club. If by chance the President and Treasurer are from the same family or any other reason exists that the President is unable to sign, then this responsibility would be delegated to the Vice President.
6. To serve as the meet director for all home meets or appoint a meet director who will be directly responsible to the President.
7. To submit bids for all invitational meets designated by the membership before the established deadline.
8. To approve club correspondence.
9. To reassign any duties if any board position is not filled.
10. To schedule pool time with Waverly Athletic Department in early summer for the upcoming year, and early spring for summer.
11. To make sure that all buildings and other facilities to be used are scheduled with the appropriate building permits.
12. To work all home meets.
13. To coordinate other board positions to have sufficient coverage during registration.

In the absence of the President, the **Vice-President** shall perform all of his/her duties, and if the office of the President shall become vacant, the Vice-President shall succeed the office of President until election of new president. In addition, the Vice-President will have the following duties and responsibilities:

1. To assist the President in his/her duties as needed.
2. To assist the President and/or Meet Director in running of all USS-M meets sponsored by the club.
3. To be responsible, working with the head coach, the President and the Meet Coordinator, for the physical set up of the pool area for all home meets.
4. To report meet results to the media for all team meets.
5. To maintain the club bulletin board and trophy case.
6. To assist in the recruiting of members through advertising, special mailings, etc.
7. To prepare and submit Piranhas of the Month to local newspaper(s).
8. To coordinate representation at school fall open houses.
9. To work all home swim meets.

The **Secretary** shall perform any duties properly required of him/her by the Board, and shall have the following duties and responsibilities:

1. To take minutes at all Board and general membership meetings, transcribe and type these minutes for presentation at Board meetings and for posting to the general membership.
2. To handle all incoming and outgoing correspondence, with the approval of the President.

(C) To take charge of creating, producing and distributing the monthly club newsletter.

1. To prepare, copy and distribute, as determined by the Board, registration information, the practice schedule, meet schedule, fee schedule, special events and activities schedule, for each term.

(E) To create club calendars and schedule of events, and to maintain the club calendar posted on the bulletin board at the high school pool.

(F) To maintain files pertaining to the club.

(G) To create and produce agenda and banquet books for the annual awards banquet.

1. To create and maintain the mailboxes (hanging file folders) located at the pool for each individual swimmer.
2. To serve as the Coach’s Advocate by participating in re-occurring coaches meetings and acting as a liaison between the coaching staff and board.

(J) To work all home meets.

The **Treasurer** shall perform all duties properly required of him/her by the Board, and shall have the following duties and responsibilities:

(A) To collect all fees for the club, and keep as custodian, all funds received by the club from any source and to deposit all funds so received in the depository designated by the Board.

1. To prepare the current term team roster and provide a copy to all members, within two (2) weeks after registration of each swimming term, and provide periodic updates of the roster as necessary.
2. Provide a term team roster to the coaches indicating what level the swimmer registered for.
3. To provide a yearly roster to the awards chairperson a month before banquet indicating who swam what term.

(E) To be listed as a club delegate in regards to USA swimmers membership, and register the club and coaches with USA Swimming in November of each year.

(F) To be one of two persons (the other being the President) designated to sign checks for the Swim Club.

(G) To pay all bills incurred by the Waverly Piranhas Swim Club.

1. To collect coaches hours, sessions worked, miles driven to swim meets biweekly. Inform accountant biweekly of coaches’ hours, pick checks up from post office and distribute to coaches every other Friday.
2. To maintain an up-to-date account of all club financial intakes and expenditures, as well as the current balance in the club’s bank account.
3. To provide a written report on the club’s financial status to all board members at monthly board meetings. Include club balance, monthly incomes and expenditures, and any outstanding swimmer accounts.
4. To provide the club books for an annual audit.
5. To inform the Board, and receive majority consent for every purchase over $75.00.
6. To be responsible for providing cash at club meets for admissions and concessions as needed, and collect all money at the end of the meet.
7. To provide term statements by the beginning of next term.
8. To work all home meets.
9. To reconcile the club’s accounts with the bank statements monthly.
10. To prepare quarterly balance sheet and income statements.

The **At-Large Board members** shall perform any duties properly required of him/her by the Board and shall have the following duties and responsibilities:

The **Club Activities & Awards Chairperson** shall be responsible for the following:

1. To coordinate Family fun nights.
2. To coordinate concessions at any function as determined by the Board.
3. To coordinate fund-raisers as determined by the Board.
4. To organize annual banquet held in March (establish date, venue (school cafeteria), invitations, food, cake, decorations, team photo and signed mattings portion of the coaches’ gifts.
5. To coordinate the Piranhas participation in special events, such as Wavapalooza, Waverly’s Homecoming parade or other community events.
6. To organize club team pictures in January/February. Early enough to get pictures back by the banquet in March.
7. To organize Lugnuts activity or other spring activity as determined by the board.
8. To organize Michigan's Adventure outing or other summer activity as determined by the board.
9. To organize Halloween ‘teat bags”, bon fire or other fall activity or some other fall activity as determined by the board.
10. To organize bowling, ice skating, or other winter activity as determined by the board.
11. To work all home meets.
12. To work registration dates as coordinated by the President.

(L) Replenish ribbons and maintain an adequate supply.

(M) Order incentive awards.

(N) Order banquet awards.

(O) Order teamwares: Suits, swimcaps, t-shirts, jackets, etc.

(P) In charge of awards at all dual meets.