

# Swim Team Volunteer Positions

## 2021-2022 Season

Updated 08/25/2021

### Executive Committee:

**President:** is responsible for the overall operation of the swim team; presides over, attends, and arranges the board meetings and parent meetings; oversees standing committees/volunteers; serves as the official spokesperson for the team. [Nikki Hand](#) / [Brandy Bouc](#)

**Vice President:** is responsible for the overall operation of the swim team in the absence of the team's President, assuming all of his/her responsibilities; attends board meetings & parent meetings; works closely with President in coordinating the various functions necessary to have a successful swim season. [Trina Jochums](#)

**Treasurer:** is responsible for the collection and disbursement of all funds to support the operation of the swim team; attends board meetings and parent meetings; keeps custody of all team funds; prepares budget reports for all board meetings. [Kara Fitzjarrald](#)

**Secretary:** is responsible for the minutes at all meetings and for other team record documents. [Emily Gates](#)

### Committee Coordinators:

**Apparel Coordinator:** responsible for designing and ordering annual team shirts/apparel (such as warm-ups, caps, etc), district shirts and state shirts; responsible for helping with team uniform ordering and distribution of apparel and uniforms when ready.

[Nikki Hand](#)

**Social/Event Coordinator:** responsible for coordinating an opening season social event, the end-of-season banquet, and other social events throughout the season.

[Anne Murphy & Amy Sawyer](#)

**Spirit Coordinator:** responsible for overseeing the overall spirit of the team as well as coordinating spirit-related things such as posters, treat bags, locker signs, events, etc.

[Amy Sawyer, Anne White, & Emily Gates \(maybe\)](#)

**Awards/Trophies Coordinator:** manage inventory of awards and trophies for all home meets; put race results labels on awards at home meets; manage distribution of awards with swimmers from other meets; order/manage heat winner prizes; coordinate & order end-of-season team awards with Coach.

[Trina Jochums & Jodi Neptun](#)

**Head Official:** responsible for arranging the training classes for officials, organizing on-deck meetings & activities for timers and officials at home meets.

[Joe Ward](#)

**Hospitality Coordinator:** organize and manage concessions stands at home meets (outside of Cuda Classic).

[Jessica Reneau](#)

**Public Relations/Communications Coordinator / Team:** send results after each swim meet to local media to publish, send news releases to local media with announcements of upcoming events, manage the team and public swim team Facebook pages, coordinate with the local schools to send a recruitment brochure home with students, coordinate information about the swim team with the YMCA to be included on the YMCA's website.

[Kara Fitzjarrald, Susan Miller, Kelli Murphy, & Jenni Regan](#)

**Bulletin Boards Coordinator:** manage the information to be put on the swim team's bulletin board at the YMCA.

[Susan Miller](#)

**Cuda Cards Coordinator:** coordinate with local businesses to be on the card, work with a print shop to have cards produced, and distribute cards and collect payments from swim families.

[Brandy Bouc](#)

**Mentoring Program Coordinator:** coordinate and manage the mentoring program for new families. Includes pairing seasoned families with new families, communicating responsibilities of mentors, and ensuring mentoring families carry out their mentoring responsibilities.

[Executive Board](#)

**Thank You Letters:** responsible for sending thank you letters/cards to donors to the swim team.

[Brandy Bouc](#)

**Records Keeper:** Exact Description coming, but will take over team records from Secretary.

[Lan Eberle](#)

**Team Unify Administrator:** in charge of managing the TeamUnify software.

[Kelly Murphy](#)

## **Event Coordinators:**

**Cuda Classic:** responsible for full coordination of Cuda Classic swim meet. Includes pre-meet responsibilities, obtaining sub-committees and volunteers, day-of point person and responsibility of finalization after meet ends.

[Lucinda Ward & Kelly Murphy](#)

**Trivia Bowl:** schedule the event with the business, recruit volunteers (if needed), coordinate & distribute marketing for event to parents and others who have an interest, coordinate and see through all tasks required for successful event, report progress and follow-up at committee meetings.

[Anne Murphy & Amy Sawyer](#)

**Friday Night Cook at the Elks:** schedule the event with the business, recruit volunteers (if needed), coordinate & distribute marketing for event to parents and others who have an interest, coordinate and see through all tasks required for successful event, report progress and follow-up at committee meetings.

[Trina Jochums](#)

**American Grille:** schedule the event with the business, recruit volunteers (if needed), coordinate & distribute marketing for event to parents and others who have an interest, coordinate and see through all tasks required for successful event, report progress and follow-up at committee meetings.

[Lucinda Ward](#)

**Papa John's Night:** schedule the event with the business, recruit volunteers (if needed), coordinate & distribute marketing for event to parents and others who have an interest, coordinate and see through all tasks required for successful event, report progress and follow-up at committee meetings.

[Cathy Derry](#)

**Princess Creations Cupcake & Pie Sales:** schedule the event with the business, recruit volunteers (if needed), coordinate & distribute marketing for event to parents and others who have an interest, coordinate and see through all tasks required for successful event, report progress and follow-up at committee meetings.

[Cathy Derry](#)

**Tag Day:** organize event with local businesses, coordinate families with locations, etc.

[Lan Eberle](#)

**Cash Raffle Fundraiser:** Organize the printing and distribution of raffle tickets, distribute to the kids, collect funds raised, maintain the list of entries, organize the drawing and distribute the winnings.

[Open](#)