

Crestwood Hills Swim Team Board Duties and Responsibilities

The Crestwood Hills Swim Team Executive Board is made up of the following officers who have voting rights:

- President
- Vice President
- Secretary
- Treasurer
- Meet Director

and the following committee chairmen who may attend board meetings, but do not have voting rights:

- Communications Chairman
- Ribbons and Awards Chairman
- Scoring Chairman
- 5 Social Chairmen- one per age group
- Concessions Chairman
- Fundraising Chairman
- Assistant Meet Director

The entire board, both executive and non-executive, will be the nominating committee for coaches.

The duties of the officers are as follows:

- PRESIDENT:
1. Calls meetings of swim team board and general membership
 2. Presides at meetings
 3. Serves as GKAIISA representative
 4. Organizes swim team registration for mid-May
 5. Interviews applicants for coach and assistant coach(es)
 6. Serves as a non-voting member of the CHRC board
 7. Appoints nominating committee to secure officers and chair for the following year by April 1.

- VICE-PRESIDENT:
1. Substitutes for President when necessary
 2. Creates/updates by-laws and presents to board for approval
 3. Liaison for City/Smoky Meets and responsible for tent set up and

entry deadlines

4. Attends necessary meetings with President
5. Prepares to serve as President when current term is up

SECRETARY:

1. Keeps minutes of meetings
2. Responsible for correspondence and maintaining official records
3. Assists President with sign up picnic and makes arrangements with social chairmen
4. Assists communications chair with website updates and providing team directory
5. Arranges photographer for team pictures by mid- July
6. Makes sure all dates for meets and banquet (if at pool) are on the CHRC pool calendar.
7. Collects money for coaches gifts and selects gifts with assistance from social chairmen
8. Assists treasurer with registration at sign up picnic
9. Collects all GKAIISA forms for meet director

TREASURER:

1. Keeps checkbook and balances account regularly
2. Pays all bills
3. Counts and deposits all money from registration, concessions,

and

fundraisers

4. Establishes bookkeeping procedures and sets up necessary accounts
5. Keeps official ledger up to date
6. Prepares proposed budget for spring meeting
7. Gives financial report at awards banquet
8. Collects and records all funds from registration with assistance from secretary.

MEET DIRECTOR:

1. Attends GKAIISA meetings when President or VP cannot
2. Make sure we send representatives to stroke and turn clinics by May
3. Schedules necessary clinics in order to certify judges and other workers
4. Fills all necessary jobs for each meet:
 - A. One referee who assumes control of the meet
 - B. One starter
 - C. One announcer

- D. Three stroke and turn judges
 - E. Two finish judges
 - F. Three or four runners
 - G. Six timers
 - H. One head timer
 - I. Other positions as needed
5. Takes charge of securing all necessary supplies for each home meet:
- A. Tablets or pads for finish judges
 - B. Pencils
 - C. Stop watches
 - D. Loud Speaker
 - E. Starter
 - F. Clip boards for timers

The duties of the committee chairmen are:

COMMUNICATIONS

- CHAIRMAN: 1. Maintains and updates the team website regularly, including events, announcements, etc...

RIBBONS AND AWARDS

- CHAIRMAN: 1. Obtains swim team schedule in April and orders ribbons.
Ribbons needed for each home meet:
- A. 1st and 2nd places need 120 ribbons
 - B. 3rd through 6th need 80 ribbons each
 - C. Exhibition needs 120 ribbons
2. Takes charge of printing ribbons and organizing volunteers to help
3. Purchases medals and senior gifts
4. Meets with coaches and board to determine awards

SCORING

- CHAIRMAN: 1. Takes charge of getting all necessary score sheets, pencils and other supplies for each meet, both for computer and hand.
2. Gets volunteers to score and place for each meet

CONCESSIONS

- CHAIRMAN: 1. Sets up concessions for each home meet, including purchasing

- food and coordinating donated food.
- 2. Schedules concession workers for each meet, including grill master
- 3. Counts all money from concessions and gives to treasurer

FUNDRAISING

CHAIRMAN:

- 1. Schedules at least one fundraiser for swim team per summer
- 2. Schedules and Collects money for city meet parking passes, fundraiser, t-shirts, and Janie B. Sharp swim-a-thon, as well as any other fundraising events
- 3. Organizes team t-shirt printing, sales, and collection of funds.

ASSISTANT

MEET DIRECTOR:

- 1. Prepares to fill meet director position when term ends
- 2. Shadows and assists meet director

SOCIAL

CHAIRMEN:

One social chairmen from each age group will be a part of the non-executive board for a total of 5 social chairmen.

- 1. Schedule at least 2 social events for your age group during the season. Chairs may work together to combine events.
- 2. Assist with sign up picnic
- 3. Serve as a parent representative for coaches and parents in your age group- answering questions, assisting coaches with any issues, and helping to maintain a positive experience for all children in the age group.
- 4. Each social chair is responsible for parking for one home meet
- 5. The 15-18 social chair is responsible for the end of the year awards banquet with assistance from the other chairs.