

## **Hurricane Swim Club - Board Responsibilities**

### **President's General Duties**

- Set board meeting schedule for the year
- Preside at board meetings and draft agendas
- Build MUD and RCNA relations – Appoint MUD Liaison by **August** (Kim Green currently)
- Appoint Hurri-thon Coordinator by **Feb** – ask Volunteer Coordinator for assistance
- Appoint Concessions Coordinator by **March**
- Appoint Nomination Committee (Chaired by President) by **May**
- Appoint Registration Coordinator - ask Computer Rep or Secretary for assistance
- Appoint Liaisons (alphabetical order) in **Spring for the following:**
  - Banquet /Trophies
  - Historian (Prepare end-of-year video/photos)
  - Hospitality Events/team building outings
  - Merchandise Fundraiser (T-Shirt, towels, caps, etc.).
  - Orientation/Open House
  - Pep Rallies (day before home meet)
  - Photo Day
  - Ribbons
- Preside over Annual Membership Meeting/Banquet in **July** - Preside over the annual general membership meeting for the purpose of new Board members election and any other business
- Oversee and assist all officers of the board
- Maintain Records of all official Club Records

### **President's Monthly Duties**

#### **August**

- Appoint any vacant Hurricane Board positions
- Conduct season overview and solicit suggestions for next year
- Meet with new and outgoing board members to share info

#### **September**

- New Hurricane Board meets
- Set schedule of board meetings and goals for the year
- Develop Club budget for upcoming season.
- Entertain wish list from all Hurricane Board members.
- Coordinate with MUD liaison - Send a letter of thanks (and any leftover t-shirts) to MUD

- Draft State of the Pool Address (may discuss budget, # of swimmers (male/female/ size of each age group) , # of new Hurricanes)

### **October**

- Fundraiser and Treasurer propose revenue and expenditures for the upcoming season
- Meet with MUD to discuss expectations with Hurricane team regarding pool usage fee, out-of-district fees, and hours of usage etc.– Coordinate with MUD Liaison

### **November**

- Follow-up with Merchandise Fundraiser on fundraising efforts
- Consider drafting letters, doing walk-ins at local businesses- Seek assistance from the Hurricane Board and parents

### **December**

- Determine if the Hurricane Board wants to change team swimsuit
- Follow-up with Circuit Rep. and review meet dual schedule as proposed by North West Swim Circuit (NWSC)
- Follow up with Treasurer and file Club's taxes along with NWSC

### **January**

- Plan registration (flyer development, date, time and place of registrations, date of flyer distribution)
- Coordinate with Computer Rep and Webmaster Coordinator and assess computer needs
- Seek closure on Head Coach/Assistant contracts –follow-up with Vice-President
- Review contract with MUD and get approval for practice schedule and dual meets –coordinate with MUD liaison.
- Confirm practice schedule with Head Coach

### **February**

- Coordinate with MUD Liaison and submit practice/dual schedule to MUD and finalize contract with MUD
- Coordinate with Vice-President and review flyer for submission to RRISD (Claire Ross) for approval
- Appoint Hurricane members to pass out registration flyers
- Finalize contracts for coaches for the swim season
- Set date for Hurri-thon and appoint Hurri-thon Coordinator
- Set date for Photo Day (team photo at Red/White Meet and individual photos at Hurri-thon)
- Finalize T-shirt design and coordinate with Merchandise Fundraiser
- Coordinate with Hospitality Coordinator and finalize schedule of team-building events to be included at registration
- Coordinate with Volunteer Coordinator to prepare for registration
- Follow-up with Circuit Rep regarding dual meet schedule
- Follow-up with Meet Director regarding team inventory and season needs for practices and meets
- Have Vice President contact Lane 4 Store about swimsuits and participating at registration date and any merchandise needs

- Follow-up with Computer Rep on web site update

### **March**

- Coordinate with Treasurer and MUD Liaison and finalize Insurance payment for MUD
- Coordinate with Treasure about getting insurance for team sanctioned events and Board members
- Sign MUD contract and have MUD Liaison return the contract to MUD.
- Get flyers distributed to schools and other high-traffic areas
- Coordinate with Computer Rep and get On-line registration ready and up
- Coordinate with Merchandise Fundraiser and order T-shirts and caps, if needed

### **April**

- Finalize needs for registration and prepare Open House orientation
- Coordinate with Merchandise Fundraiser regarding pick up of T-shirts
- Prepare all registration documents
- Follow-up with Volunteer Coordinator for needs – discuss dual meet sign up at registration and events that need volunteers.

### **May**

- Get copy of all Coaches' CPR and Life Guard Certification and turn in team roster into MUD – coordinate with MUD Liaison
- Practice starts first Monday in May – coordinate with Head Coach
- Coordinate with Photo Coordinator and set team picture date
- Get report from Volunteer Coordinator
- Update handbook, sponsor links, by-laws, calendar of meets and events
- Identify Concession Coordinator needs for dual meets
- Set Pep-Rally dates and discuss with Pep Rally Coordinator
- Set Team Building Events and dates and contact Hospitality Coordinator
- Set date for Team photo and contact photographer and discuss with Photo Coordinator
- Set date for Banquet and follow-up with Banquet Coordinator about meal quotes (Discuss bringing back Silent Auction)

### **June**

- Appoint / meet with Nominations Committee and set up Nominating committee for next year's slate of officers
- Collect info on Hurri-thon, order awards and trophies
- Coordinate with Meet Director and Circuit Rep regarding Divisional needs and Invitational needs, respectively

### **July**

- Coordinate with Banquet Coordinator to pick up trophies/awards for swimmers
- Coordinate with Meet Director and Circuit Rep and prepare for Divisional Meet and Invitational Meet
- Oversee board elections at the Annual Membership meeting/Banquet
- Prepare agenda and preside at banquet and general board meeting
- Preside over silent auction, swimmer awards, Hurricane Lifetime award, Hurricane family award. Slide show.

### **Vice President's Duties**

- Perform duties as the President may direct and may be delegated powers for such times as the President may choose
- Oversee Hurrithon and assist Treasurer with supplies for the event
- Organize Spirit Days for team
- Coordinate and order End-of-Season Awards for swimmers

### **Treasurer's Duties**

- Monitor revenues and expenditures for the club
- Oversee concessions and work with Concessions Coordinator
- File annual taxes for Club and serve as insurance coordinator for Hurricane Board
- Prepare club's annual tax return
- Obtain insurance for MUD, board, and swimmers
- Coordinate Coaches' payroll during season
- Deliver budget report to general membership at the Banquet
- Perform other duties as the club may require

### **Merchandise Fundraising Coordinator's Duties**

- Coordinate and pursue-corporate sponsorships of club by sending out letters
- Coordinate End-of-year Banquet selecting food/location
- Coordinate Spirit Nights
- Coordinate t-shirts for club and swimmers
- Get copies of Team pictures and send out Thank You to corp. sponsors
- Coordinate fund-raising opportunities during the season (ex, Rita's at meets)
- Manage Sponsors and Merchandise sections of website.
- Hang sponsor banners at meets.
- Maintain stock of swim merchandise - caps, goggles, bags, etc. - for sale on website and at meets.
- Order swim caps to distribute with team shirt and special invitational caps for qualifiers during season.
- Perform other duties as the club may require

### **Secretary's Duties**

- Record minutes of all board proceedings and of the Annual General membership meeting
- Assist the President with Registration Flyers
- Assist the Merchandise Fundraising Coordinator with Spirit Nights
- Serve as Photo Day contact.
- Perform other duties as the club may require

### **Meet Director's Duties**

- Serves dual meet coordinator preparing pool to host swim meets
- Coordinate tent set up at home/away meets
- Conduct review of equipment inventory
- Supervise and work with Assist. Meet Director
- Send out email to club re: meet schedule
- Move all necessary equipment to the pool storage
- Perform other duties as the club may require

### **Assistant Meet Director's Duties**

- Maintain team equipment
- Coordinate tent set up Meet Director
- Serve as volunteer coordinator contact
- Assist in all responsibilities of the Meet director as requested
- Perform other duties as the club may require

### **Circuit Rep's Duties**

- Represent the club at all monthly NWSC meetings
- Report all NWSC information to the Hurricane Board
- Assure that meets schedules are agreed upon by all teams so that as to ensure the Hurricanes are in compliance with MUD contracts.
- Coordinate and work with club's ribbon coordinator for ribbons for the season
- Perform other duties as the club may require.

### **Computer Rep's Duties**

- Represent the Hurricanes on the Circuit computer committee
- Maintain the club's website and update as needed
- Maintain swimmer profiles and info
- Coordinate and provide all information needed for dual meets: swimmer entries, cards, meet programs, and meet results
- Maintain and record team records
- Send out emails to club/swimmers
- Perform other duties as the club may require

### **Swimmer Rep's Duties**

- Report any swimmer concerns
- Coordinate with Coaches on Spirit Night activities and team building activities
- Perform other duties as the club may require