

Board Member Job Descriptions

The following is a “job description” for Board positions for the Sacramento Aquatics Club Parent Booster (“SAC”). The description is intended to be a guideline of duties and responsibilities to be followed by Board members. It will also act as a description for prospective Board members to better understand the duties.

These job descriptions are not hard and fast rules that must be maintained or used to judge performance; however, they should be used as reminders and aids in performing Board duties. The Bylaws is the governing document that the Parent Booster must follow.

Per SAC bylaws, the SACPB consists of 7 voting members elected by popular vote every two years, with the exception of the Swim Team Liaison. Three members are voted in each year so that an entire board can not be voted out. Additional member-at-large positions to serve as a Chairperson may be appointed by the President with concurrence of the other voting board members.

President (elected, voting position)

The President is the face and voice of the team. Presides over all board meetings and is invested in the general and active management of the team. The President acts as coordinator, delegator, and “watch dog” to assure that the business of the team gets taken care of. The President must have served on the board for a minimum of one year. Should there not be a board member that has served a minimum of one year available or willing to fulfill this position, then the member must have been on the team for a minimum of one year and has previously attended board meetings.

Duties of the President:

1. Presides at the meetings of the SAC Parent Booster
2. Schedules board meetings for each month
3. Establishes the agenda for meetings and gives to the Secretary for distribution
4. Collaborates with the Head Coach, Swim Team Liaison and Activities & Volunteer Chair on setting the practice schedule, events and general season calendar
5. Oversees daily communication

6. Appoints, subject to the confirmation of the Parent Booster members, all standing and special committees except as otherwise specified in the By-Laws
7. Assists board members and club members in resolving issues and concerns
8. Is the co-account holder on all bank accounts
9. Submits annual Club Membership Application to Sierra Nevada Swimming (December 1st)
10. Coordinates with Activities Chair in planning seasonal parent meeting (April & September)
11. Acts as the liaison between swim team and the coaches, dealing with complaints, suggestions, and practices
12. Meets with the facility contact/pool manager to discuss problems concerning their staff and/or facilities. May appoint another board member.
13. Communicates schedule of pool use to facility contact/pool manager
14. May appoint someone to an unfilled position for the remainder of a term, by majority vote of the Parent Booster
15. Organizes and submits requirements for USA Swimming Level 1 (or above) Recognition Program **Annually** (May); May appoint a Parent Booster member

Vice President (elected, voting position)

The main duties of the Vice President are to 1) oversee chairs and committees, 2) establish and maintain the staff of SAC and 3) assist the President and assume duties of the President in his/her absence.

Duties of the Vice President:

1. Oversees/collaborates with chairs and committees
2. Screens & hires candidates for staff positions, by majority vote of the Parent Booster
 - Establishes a salary guide, with approval of the board
 - Provides the staff with offer letters with salary quotes and job descriptions

- Ensures all new hire requirements are met, such as state employment requirements, contracts, background checks, tax form, etc; reports to Secretary/Treasurer for records
 - Makes certain that certifications are up-to-date and meet USA Swimming guidelines; reports to Secretary for records
3. Reports to the Board at monthly meetings items that relate to the staff
 4. Communicates the wishes of the Board to the staff
 5. Arbitrates problems between staff and others
 6. Assists the Board President with agenda formation, policy concerns, and goal setting
 7. Assumes duties of the President in his/her absence

Treasurer (elected, voting position)

The Treasurer attends to keeping the accounts of SAC, collecting its revenues, and paying its bills as approved by the Parent Booster.

Duties of the Treasurer:

1. Maintains the accounts of SAC, including general ledger and bank accounts
2. Prepares monthly financial report for submission and approval to the Parent Booster
3. Collects all revenues and deposits funds
4. Makes payments as authorized by the Board and as needed to maintain the operation of SAC
5. Prepare the annual budget for submission to the Parent Booster. Must be approved by majority vote.
6. Prepares end of year financial report for presentation to the Parent Booster
7. Files income tax and payroll tax as required by the IRS & FTB
8. Maintains records in accordance with IRS requirements & FTB
9. Coordinates with Membership Chair to ensure that the correct members are billed properly for all fees
10. Monitors expenditures
11. Brings to the President and Parent Booster any abnormal expenses or excessive expenditures out of line with the budget

Club member(s) can be appointed to act as Assistant Treasurer to perform duties directed by the Treasurer Parent Booster. Treasurer assistance from outside Club membership and/or for a fee must be approved by the Parent Booster.

Secretary (elected, voting position)

The main responsibilities of the Secretary include taking notes during Parent Booster meetings, preparing team newsletters and maintaining team records.

Duties of the Secretary:

1. Prepares board meeting minutes in an understandable format and distributes prior to the next Board meeting for approval
 - Includes notes for decisions and important discussions in between meetings (i.e. texts, emails)
2. Sends reminders one week prior to each Board meeting telling date, time, place, and agenda decided upon between President and Secretary
3. Keeps a running list of all motions approved by the Parent Booster so they can be put into action
4. Does the personal niceties concerning Parent Booster members such as thank you notes or cards for special events, sponsors, etc - may appoint Activities & Volunteer Chair or Fundraising Chair to complete as needed
5. Distributes newsletters made up of current activities, coach reports, and reports from meetings to be distributed to Club members
6. Keeps a record on file of all correspondence, schedules, names, phone numbers, and information relating to the swim team operation
7. Keeps record of Coaches, Officials, and Board member certifications with USA Swimming
 - Annual USA Non-Athlete Membership
 - Background Check
 - Athlete Protection Training
 - Concussion Protocol Training
 - Coach Certifications
 - Officials Training

Swim Team Liaison (voting position)

This position is filled by the head coach or a coach appointed by the head coach in their absence.

Duties of the Swim Team Liaison:

1. Works with the Vice President on all matters pertaining to the hiring and maintaining of staff
2. Collaborates with the President and Activities & Volunteer Chair on setting the practice schedule and general season calendar
3. Collaborates with Activities & Volunteer Chair on team bonding activities
4. Collaborates with the Membership Chair on all matters pertaining to the team roster
 - Adding new members when swimmers leave the team
 - Open spots and placing swimmers into groups

Activities & Volunteer Chair/Co-Chair (elected, voting position)

Assists the President and Secretary in keeping members informed of all meets and team activities. Plans team bonding activities in collaboration with the Swim Team Liaison and coordinates fundraising events with the Fundraising Chair. Must meet all SAC requirements. May form a committee.

Duties of the Activities & Volunteer Chair:

1. Collaborates with the President and Swim Team Liaison on setting the practice schedule, events and general season calendar
2. Posts season's schedule, championship and conference dates. Also posts dates and locations of all official training classes, encourages membership to attend sessions.
3. Assists the President in planning seasonal parent meetings (April & September)
4. Coordinates all team bonding activities/events
5. Put together newsletters made up of current activities, coach reports, and reports from meetings to be distributed to Club members
6. Communicates LSC Events, USA Camps and other opportunities
7. Plans swimmer incentives

8. Works with Coach on goal setting
9. Coordinates home meets
10. Posts all directions and important information to away meets at least two days in advance
11. Makes up and distributes a job list for meets. Assigns volunteer positions (including timing requirements) as needed.
12. Greets people at meets and checks to see that workers are present, placing trainees in jobs that need back-up, and filling in if there is no one else available
13. Assists coaches in having all equipment in order, set up, and ready to use
14. Works with Fundraising Chair to plan fundraising events

Membership Chair (elected, voting position)

The Membership Chair acts as registrar in charge of registrations, waiting list, new members, and the roster/membership list. Collaborates with Swim Team Liaison.

Duties of the Membership Chair:

1. Updates the membership registration form as needed
2. Accepts and processes membership registrations
 - Completed registration form
 - Guidelines to Practice during COVID Acknowledgement
 - MAAPP Acknowledgement
 - Registered with USA Swimming
 - Submits information to Treasurer for invoicing
 - Emails Welcome Letter when registration is complete
 - Updates Medical File/Emergency Binder as needed
3. Sees that all swimmers maintain current USA Swimming Registration
4. Reports membership activity at board meetings
5. With regard to the waiting list, the Chair shall:
 - Maintains accurate records of people on the waiting list
 - Accepts and processes member resignations; reports to Treasurer regarding withdrawal from team and payment policy
 - Works with Swim Team Liaison on adding new members when swimmers leave the team

- Works with Swim Team Liaison on open spots and placing swimmers into groups
- 6. Sees that an accurate roster is maintained & provides to Coach monthly and to Board Members as needed
- 7. Prepares emailing/contact list for all members for the newsletter and other communications
- 8. Maintains accurate files, including current and past members

Safe Sport Chair (appointed member-at-large)

This position is a requirement to receive Safe Sport Recognition with USA Swimming. Must complete all SAC requirements.

Duties of the Safe Sport Chair:

1. Makes sure that the team stays in compliance with all Safe Sport requirements
2. Ensures new swimmers and **annually** (September) all swimmers submit Minor Athlete Abuse Prevention Policy Acknowledgement
3. Ensures all swimmers complete APT prior to turning 18 and is renewed annually
4. Submits Safe Sport Recognition requirements every two years (Next Due June 2022); See Safe Sport Recognition Program for Parent-Owned Club document
5. Works with Educational Chair on informing swimmers & parents about Safe Sport

Educational Chair (appointed member-at-large)

1. Provides swimmers and parents information on educational topics from USA Swimming or other relevant sources
2. Assists with College Recruiting (basic guidance of helping swimmers through the process)
3. Works with Activities Coordinator in communicating LSC events, USA camps & other opportunities

Fundraising Chair (appointed member-at-large)

1. Organizes Shop With Scrip Orders
2. Plans 1-2 large Fundraising Events per year
3. Plans a minimum of 4 dinner fundraising events per year
4. Works with Activities & Volunteer Coordinator on team bonding events