

BSAC BOARD DUTIES

UPDATED: March 2016

President:

- Determine staffing
- Coordinate meetings (Board and Parent)
- Create a meeting agenda/outline
- Set the time/date of meetings (Board and Parent)
- Appoint a Dual Meet director (person responsible for pool set up for Dual meets)
- Appoint an Invitational/Divisional Meet director (person responsible for organizing Pumpkin Splash/Divisional)
- Assign the School Liaison
- Communicate with the Parent Rep and Coaches to enforce the Parent Handbook and policies of BSAC
- Assist with any mediation with any Parent issues or Coaches issues
- Delegate any duties that are needed that are not listed
- Communicate with the Coaches
- Communicate, direct, and manage the duties of the Board as outlined in the following:

Vice President:

- Serve in President's absence
- Serve in League Rep's absence
- Serve in Secretary's absence
- Serve in Parent Rep's absence
- Assist Meet director
- Keep Bulletin Board at pool up to date
- Bring all stop watches, clip boards, first aid kit, etc. to away meets
- Maintain all stop watches, first aid kit, etc.
- Support Ways and Means when necessary to track supplies
- Support Parent Rep when necessary with Dual Meet volunteer list

Secretary:

- Prepare Board minutes
- Keep records of all meetings, email communication
- Maintain and prepare Team and Parent Handbook
- Prepare and maintain registration forms
- Maintain swimmer's emergency forms
- Create Flyer for Schools and Registration (Must obtain District Approval)
- Prepare Seasonal Schedule for both swim and dive
- Communicate with Liaison dates needed for Contacts
- Proof all coach's information prior to posting or emailing
- Keep records of all Coaches/Parents' certifications and clearances
- Help Treasurer prepare Coaches contracts and Budget
- Schedule Picture Day for swimmers and divers
- Order swimsuits, goggles, etc.
- Order and maintain administrative supplies
- Prepare Nomination list and ballots for Board Election prior to Divisional meet each season
- Create Feedback

Treasurer:

- Maintain pool insurance
- Maintain and pick up money in the box
- Handle all outgoing money/Accounts payable
- Collect/distribute all money
- Maintain and Record all receipts of supplies, Registration fees, entrance fees, etc.
- Maintain an accurate budget
- Prepare annual/seasonal budget
- Provide monthly budget reports
- Maintain bank statements/bank accounts
- Help Secretary prepare Coaches contracts
- Keep record of Coaches contracts
- Maintain Coaches pay/salary
- Maintain Coaches' salaries and 1099's in January of each year with our accountant, Cohick and Associates (Payroll from Jan to December)

Financial Accounts: The following must be listed on the BSAC Financial accounts:

President, Treasurer, Secretary, Ways and Means

All Treasurers and One Ways and Means representative will be listed on the accounts

President, One Treasurer, Secretary, and One Ways and Means will have a debit card.

League Rep:

- Attend all League meetings
- Relay all league information to Board/Club
- Maintain web site with Coach and volunteer parent
- Meet Coordinator with other teams
- Help Coach learn meet manager/send line up/etc
- Maintain and update Team Manager
- Make sure all league fees prepared and sent to League on time
- Maintain Ribbon supply (order with Ways and Means)
- Prepare and maintain Sponsorship Packets for Invitational and Divisional meets
- Obtain and return Divisional Ribbons
- Help Coach maintain pool, team, individual times and records on web site

Parent Rep:

- Handle/Mediate/Address any complaints, concerns, compliments from parents or swimmers (USA included) and from Dive Rep
- Discuss complaints, concerns, compliments with Board and Coaches
- Help maintain and enforce parent/swimmer code of conduct policy
- Maintain Dual Meet volunteer list (i.e. Timers, officials, concessions, set up, etc)
- Prepare the Volunteer entries for Banquet to pull Free Season.
- Order all spirit wear
- Work with Secretary and Order end of season gifts
- Prepare the Divisional and Invitational programs including Happy Ads
- Send out all donation letters and thank you cards

Ways and Means:

- Fundraising – if applicable
- Maintain supply list
- Check expiration dates
- Be safe serve certified
- Purchase/prepare all food served for concessions
- Maintain concession money box and return to Treasurer (each meet)
- Plan Banquet/picnic
- Check for any allergies of swimmers before purchase of any food items

Historian:

- Take photos/videos at meets, practices, Invitational
- Delegate parents to help with taking photos/videos
- Ask parents for photos of meets, practices, Invitational
- Help with the creation of the end of year video
- Help League Rep maintain with the Coach all pool, team, individual times and records

Diving Rep:

- Act as Liaison between diving coach, parents, divers, and Board
- Attend all Board Meetings
- Help with Registration of Divers
- Maintain Dive Roster (copy to Secretary and Treasurer)
- Maintain and provide Board with Dive schedules
- Work with Ways and Means for Dive concessions and Secretary for supply orders
- Work with Treasurer to track budget
- Work with Parent Rep to handle/mediate/address any complaints, concerns, compliments of Dive team parents, divers, Coaches to the Board
- Work with Secretary for all Dive communication (i.e. Emails, diver emergency forms, etc)
- Help organize Banquet.
- Provide Secretary with list of volunteers at end to be put in drawing for Free Season
- Keep Board up to date with Diving rules, regulations, requirements, etc
- Provide from parents' photos and videos to Historian for end of year video
- Collect all entry fees for Home Meet (if needed) and inform Treasurer of entry fees needed for Away Meet
- Help Treasurer when debts are owed.
- Communicate with Liaison and Secretary about contracts and dates

School Liaison:

- Sign and maintain contracts for the pool
- Check pool availability
- Coordinate with League Rep pool availability
- Maintain work requests for pool
- Complete work orders
- Inform Board of supplies in need of purchase that is shared costs with the School.

USA Rep:

- Prepare advertising flyers to be distributed to all parents at SUMMER parents meeting. This is when we need to be recruiting with fees and registration dates clearly stated and already in place for the fall. There should also be a flyer distributed to all parents at the WINTER parents meeting to recruit kids to join USA "midseason" (the March and May practices)
- Attend all Board Meetings
- Act as Liaison between USA coach, parents, swimmers, and Board
- Attend USA registration night to make sure all emergency forms are filled out and payment is made to create a roster for the coach so that no swimmer is in the water that is not registered.
- Maintain an up-to-date roster of USA swimmers (copy to all board members)
- Update the USA portion of the team website including the calendar of practices and meets.
- Handle/mediate/address any complaints, concerns, or compliments of USA parents, swimmers or coaches. Keep board informed of these issues and how they were resolved. If the USA rep cannot mediate it alone, then the parent rep will assist.
- Work with Treasurer to track budget.
- Communicate all necessary information to the USA swimmers and their parents. Include board members on all of this communication so that they are in the loop
- Keep Board updated about any changes in USA rules or requirements that affects how our program is run.
- Coordinate with the treasurer any fundraisers that USA swimmers want to do to help with their expenses.