

# NLSC Matsu Parent Rep Role and Responsibilities

The Parent Rep is a voluntary position that works closely with the coach and the boosters for the full season. This position requires the Parent Rep to act as the representative communicating between swimmers, parents, and the Boosters. This position is vital to a successful season and the Boosters recognize the effort that is required. The Boosters offer full credit of volunteer hours, for the season, for this service.

The following list contains the basic functions and tasks of the Parent Rep.

1. Attend regular monthly board meetings (August through May) during the regular short course season. Parent Rep attendance is important. Several absences will lead to forfeiting of parent reps volunteer hours. If a parent rep is not available they will submit a report to the president in their place. Failing to meet these requirements may result in forfeiting of the parent reps volunteer hours.
2. Forward communications from the Board to all Team coaches and members for their group level.
3. Be present at the pool 1-2 times per week to assist parents, communicate with the Head Coach, talk to swimmers and student representatives, and hand out new swimmer bags.
4. Organize at least 2 swim events in conjunction with student representatives, such as dinner, bowling, etc, based on what the swimmers would like to do. Boosters will help with any reasonable funding requests for these events.
5. Assist with parents with joining Band, navigating OnDeck, and the NLSC website. Assist Boosters with any orientation events that they run.
6. Assist parents to sign-up for swim meets and volunteer opportunities.

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7. Assist with organizing and executing the End-of-Season Banquet with Boosters.

8. **Bronze Level** - Communicate with swimmers, coaches, and parents, Hand out welcome bags, assist parents with on-boarding, attend any orientation events Boosters sponsor.

**Silver Level** - Communicate with swimmers, coaches, and parents.

**Gold Level** - Communicate with swimmers, coach, and parents, Organize Sr. Travel Team fundraising and travel.