

NEWINGTON SWIM CLUB, INC.

Board Position Descriptions

The President(s),

Shall preside at the meetings of the Club and of the Executive Board. This person shall be the Executive Officer of the Club. This person shall appoint, subject to confirmation of the Board, all committees, designating the Chairperson thereof. This person shall be ex-officio, a member of all committees. This person shall appoint at least one (1) alternate to represent the Club in the absence of the First Vice President at USA Swimming meetings.

The First Vice-President,

In the absence or disability of the President(s) shall act in the President's stead. This person shall be the USA Swimming representative and shall be responsible to register all junior and senior swimmers who elect to swim in the USA Swimming. The First Vice-President shall be responsible for payment of USA Swimming registration and USA Swimming Meet entry fees in conjunction with the Treasurer. This person shall be Responsible for organizing the Club's sponsored USA Swimming Meets.

The Second Vice-President,

Shall be responsible for coordinating volunteers for all club activities from active members.

The Recording Secretary shall keep the minutes of all Club meetings.

The Corresponding Secretary,

Shall send out notices of meetings, attend to the correspondence pertaining to the office and act as the Publicity chairperson of the Club. This person shall maintain the team website. This person shall also Coordinate and maintain the telephone and email correspondence for the Club.

The Treasurer,

Shall attend to keeping the accounts of the Club, collecting its revenues and paying its bills as approved by the Board or other agency authorized by the Board to incur them. This person shall deposit funds of the Club received in the name of the Club, in such depository as may be named by the Board. Each year the Treasurer shall file a tax return in compliance with current tax law. The Treasurer shall perform such other duties pertaining to this office as may be directed by the Board.

The Ways and Means Chairperson(s),

Shall plan and provide the arrangements for supplementing the Club treasury with the funds necessary to insure the objectives of the Club.

The Social Chairperson(s),

Shall be responsible for planning social events during the regular season as well as planning the Club banquet each Spring.

The Membership Chairperson,

Shall be in charge of the annual membership drive for the Club and maintain an accurate membership list. This person shall collect membership dues and remit said funds to the Treasurer.