

1.2 – Board of Directors (also see Williston Sea Lions Bylaws sections five and six)

- A. The Board of Directors shall consist of the following chairs. They shall attend and participate in all meetings of the board of directors. A perspective member of the Board of Directors will not have a vote until all registrations and requirements as determined by USA Swimming are completed. A perspective member has thirty days (30) in which to complete the required registrations and trainings before automatically forfeiting their nomination. Any Director missing three (3) consecutive board meetings shall be removed from the Board. Any exceptions to this ruling will be made by the Board of Directors. Their duties and powers shall include the following:

(1) General Chair - President

- a) Shall oversee and have general charge of the management, business, operations, affairs and property of the Williston Sea Lions.
- b) Shall be responsible for registering the club with USA Swimming on an annual basis.
- c) Call meetings of the Board of Directors.
- d) If present shall preside over all Board of Directors meetings.
- e) Appoint committee chairpersons to standing committees as may be necessary.
- f) Maintain communication with and among group members.

(2) Administrative Vice Chair - Vice President

- a) Shall perform duties as deemed necessary in absence of general chair.
- b) Assist the General Chair in developing policy for the Williston Sea Lions.

(3) Treasurer

- a) Shall maintain all financial records for the Williston Sea Lions. The Williston Sea Lions Treasurer will maintain

the checking and savings accounts. Each bank account and credit card account will have dual signature cards to be signed by the Treasurer and the General Chair.

- b) Shall keep records of all incoming money and pay all bills and payroll approved by the Board.
- c) Shall publish a financial statement to be distributed at the Sea Lions Board meetings.
- d) Shall cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official.
- e) Shall submit an annual budget at the annual Strategic Planning Meeting of the Williston Sea Lions.
- f) Shall make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of the Williston Sea Lions or cause the annual audit of accounts of Sea Lions to be performed.
- g) Shall have the power to delegate one or more of the treasury functions (ie: cash box handling).

(4) Secretary

- a) Keep official minutes of all Board Meetings.
- b) Conduct official correspondence.
- c) Shall send out announcements of board meetings at least seven days prior to the meetings.
- d) Shall assemble a directory of Williston Sea Lions Board Members and all club officials and make this available to the NDLSL and parents of the club.

(5) Officials Chair

- a) Eligibility: Officials must have completed one active season of officiating and be current on all trainings and certifications and in good standing with WSL, USAS and NDLSL.

- b) Shall keep a record of registered USA Swimming officials and shall provide group members with a list of officials who may be called upon to officiate at meets.
 - b) Shall facilitate the training and certification of qualified officials.
 - c) Shall recruit officials.
- 6) Spirit Chair
- a) Shall develop and conduct a program for facilitating and promoting team spirit.
 - b) Shall serve on committees as assigned by the General Chair.
 - c) Shall coordinate the ordering of team uniforms, apparel and caps, state items.
 - e) Shall plan and coordinate pep-rallys and awards banquets.
 - f) Shall coordinate yearly team pictures with date approval from Head Coach.
- 7) Equipment Chair
- a) Shall serve on committees as assigned by the General Chair.
 - b) Shall inventory and maintain Williston Sea Lions equipment.
 - c) Shall maintain Williston Sea Lions equipment cages.
 - d) Shall serve as Records Chair.
 - e) Shall maintain club records and update record boards after time verification from LSC.
 - f) Shall communicate with Head Coach, Age Group Chair and Board any equipment needs or concerns.
 - g) Has authority to purchase up to \$500 in equipment with out a board vote
- 8) Registration Chair
- a) Shall be responsible for registration of all swimmers in Williston Sea Lions using SWIMS database.

- b) Shall submit monthly registration reports to Williston Sea Lions treasurer.
 - c) Aid in the development and maintenance of club policy and procedure pertaining to registration.
 - d) Maintains knowledge of USA swimming registration rules, policies and procedures.
 - e) Provides information about USA swimming and the Sea Lions to prospective individual and group members through local website and information packets
 - f) Check in athletes at the first practice of the season and ensure all athletes are registered with WSL and USA swimming. Communicate any issue with the Head Coach
- 9) Fundraising Chair
- a) Shall work on fundraising opportunities to help finance the Williston Sea Lions Swim Program and shall be responsible for communication with the team and board.
 - b) Shall work with corporate sponsors to promote better swimming programs.
 - c) Shall act as Swim-a-thon Chair or Co-Chair for the Williston Sea Lions - plus any other committees assigned to this position.
 - d) Shall assist in the researching and application of grants.
- 10) Safety and Disability/Safe Sport Chair
- a) Shall be responsible for developing a local safety program in total compliance with the updated National Safety Program regarding curriculum and instructors.
 - b) Shall assist the club in creating an improved awareness of safety.
 - c) Shall report all accidents occurring at Williston Sea Lions swimming venues.
 - d) Must maintain updated and current accident reports.

- e) Shall serve as a liaison between the club and the NDLSC Swimming Disability Committee, disseminating information from the committee to the Sea Lions board.

11) Volunteer Coordinator

- a) Shall Maintain the club's booster program.
- b) Shall keep records of volunteer activities.
- c) Shall communicate volunteer and booster opportunities/status to club parents
- d) Shall Submit unfulfilled service hours to Treasurer before the start of the next season's registration.

12) Age Group Chair

- a) Shall be AO
- b) Shall establish an order of events for the short and long course meets and shall apply for and obtain a sanction for each meet from the NDLSC Age Group Chair.
- c) Shall be responsible for submitting all information required by the NDLSC Policy Manual (i.e. meet results, NDLSC fees, list of participants, financial summary of meet, and referee meet report to the NDLSC Age Group Chair.
- d) Shall oversee and coordinate and needed software updates and needed supplies with the Equipment Chair.

13) Athlete's Representative(s)

- a) Shall be held by more than one athlete making up at least 20% of board membership.
- b) Shall be at least 13 years of age
- c) Shall be in good standing with WSL, North Dakota Swim and USA Swimming
- e) Shall maintain communication with and serve as a liaison between all swimmers and the Board.

- f) Shall set a behavioral example at practice and meets. Failure to do so will result in removal from the board.
- g) Shall serve a one-year term based on the WSL fiscal year, but may apply for another term at the conclusion of the current term.
- h) One designated member who is 16 years of age shall serve on the ND LSC athlete committee.

14) Coaches' Representative

- a) The Head Coach or a Representative designated by the Head Coach, shall serve as a representative for the coaching staff.
- b) Shall submit a proposed invitational meet schedule designed by the Head Coach for short and long course seasons to be approved by the board.
- c) Shall faithfully represent coaches' views at Williston Sea Lions meetings.
- d) Shall provide a cohesive monthly summary and overview of upcoming scheduling, events and team updates
- e) Shall keep the Board of Directors informed of any important information as it pertains to WSL
- f) Shall serve on committees as assigned by the General Chair.
- g) Shall represent the Williston Sea Lions at all NDLSC meetings.

- B. Active Board Members who attend meetings and fulfill all expectations of their chair duties, which are listed in the Board of Directors descriptions, will receive 50% reduction of monthly dues for all athletes registered to their account and will have their service hour requirement automatically fulfilled and will have no concessions requirements. Before claiming this discount, the board member will need to have all registrations and training completed.

1. If one Athlete's parent/guardian is a sitting board member and the other parent/guardian is an official, the member can claim both incentives. (See policy 4.2 of this manual)