



## Board of Directors

The Board of Directors shall consist of the following officers. They shall attend and participate in all meetings of the board of directors. 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. 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) Shall preside over all Board of Directors meetings.
- e) Shall represent the Williston Sea Lions at all NDLSL Swimming meetings.
- f) Appoint committee chairpersons to standing committees as may be necessary.
- g) Maintain communication with and among group members.

### 2) 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 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 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 September Board 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 appoint one or more assistant treasurers and delegate to them one or more of the treasury functions.

### 3) 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.

**4) Administrative Vice Chair**

- a) Shall conduct meetings in the absence of the General Chair.
- b) Shall act as Officials Chair for the Williston Sea Lions plus any other committee assigned to this position.
- c) Assist the General Chair in developing policy for the Williston Sea Lions.

**5) Officials Chair**

- a) 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 apparel.

**7) Equipment/Age Group Chair**

- a) Shall coordinate invitational meet schedule for short and long course seasons.
- 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 NDLSA.
- c) After the conclusion of a meet, shall send the NDLSA Age Group Vice Chair all information required by the NDLSA Policy Manual (i.e. meet results, NDLSA fees, list of participants, Financial Summary of Meet, and Referee Meet Report).
- d) Shall serve on committees as assigned by the General Chair.
- e) Inventory and maintain Williston Sea Lions Equipment.
- f) Shall serve as Records Chair.
- g) Maintain club records.
  - i. Shall send out Williston Sea Lions Recognition Awards to those swimmers setting new club records.
  - ii. Each member of a record-breaking relay team shall receive a certificate.

**8) Registration Chair/Technical Planning 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) Create and distribute athlete membership cards to coaches.
- d) Aid in the development and maintenance of club policy and procedure pertaining to registration.
- e) Maintains knowledge of USA swimming registration rules, policies and procedures.
- f) Provides information about USA swimming and the Sea Lions to prospective individual and group members through local website and information packets.
- g) Shall act as Non-athlete Membership Chair for the Williston Sea Lions.

**9) Communications Chair**

- a) Shall work on fundraising opportunities to help finance the Williston Sea Lions Swim Program.
- 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 submit meet results to the newspaper.
- e) Coordinate the application of grants

**10) Coaches' Representative**

- a) Shall represent coaches at the Board Meetings.
- b) Shall call meetings of all coaches as needed to maintain communication and to faithfully represent coaches' views at Williston Sea Lions meetings.
- c) Shall serve on committees as assigned by the General Chair.
- d) Be responsible for maintaining total coach certification compliance.
- e) Notify coaches and non-athletes of certification expiration and follow-up on all changes and additions to the requirements.

**11) Safety and Disability Chair**

- a) Be responsible for developing a local safety program in total compliance with the updated National Safety Program regarding curriculum and instructors.
- b) Assist the club in creating an improved awareness of safety.
- c) Report all accidents occurring at Williston Sea Lions swimming venues.
- d) Must maintain updated and current accident reports.
- e) Serve as a liaison between the club and the NDLSA Swimming Disability Committee, disseminating information from the committee to the Sea Lions board.
- f) Facilitate inclusion of swimmers with disabilities into club meets.
- g) Advocate for, and facilitate, funding for swimmers with disabilities for meets equivalent to funding for able-bodied swimmers.

**12) Booster Chair**

- a) Maintain the club's booster program.
- b) Keep records of volunteer activities.
- c) Communicate volunteer and booster opportunities to parents in the club.