



RAMS SWIM CLUB  
Board Position: President  
Voting member of the RSC Board.

***The President role is a one year term position.  
The RSC President is the former RSC board Vice President.***

***The President acts as a general manager of the Team, drives the vision and mission of the team and is ultimately responsible for all of its activities.***

The role and duties of the RSC President board member include, but are not limited to:

#### **Board Meetings**

1. Chairs all board meetings
2. Assembles meeting dates, times and locations
3. Requests agenda items / prepares agenda if board secretary is absent
4. Presides at meetings
5. Calls/requests special meetings as needed

#### **General Duties:**

1. Ensures the board abides by local/federal laws and regulations
2. Ensures completion of annual USA Swimming Team Registration/Membership
3. Lead board member for supervising the head coach (hiring, termination, annual review)
4. Oversees daily needs of the club
5. Works on club vision and long-term projects
6. Oversees and creates team committees; has seated board representative
7. Chairs team parent meetings; assists head coach
8. Serves as main contact person for head coach and parent members; helps to address concerns raised by parents, coaches and swimmers
9. Communicates with team admin to send out emails
10. Co-task with team admin - responds to emails from parents and from Team Unify "contact us"
11. Co-task with admin – liaison/contact person with other pools in our community (City of Altoona, The Campus)
12. Works with the school district (SEP HS and athletic department) to maintain positive relationship
13. Ensures all practice and meet facilities are scheduled and available for team usage with the assistance of the team admin
14. Is a liaison to IASI (Iowa Swimming, Inc) as needed

#### **Additional Duties:**

1. Maintain a USA Swimming non-athlete membership, complete required certifications: background check, APT (athlete protection training) and CPT (concussion protocol training)
2. Chair of the RSC Motivations/Incentives committee
3. Takes a leadership role during competition sessions for hosted meets: either meet director, official or meet marshal
4. Performs other duties as required by the Team and Board