



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

The Secretary role is a two year term position voted for in even years.

The Secretary is responsible for ensuring the Team's records are properly kept and maintained.

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

Board Meetings

1. Assists in preparation of meeting agenda
2. Keep records of board actions; takes minutes of the meeting

General Duties:

1. Distributes copies of minutes and agenda to each board member and upon request to team members
2. Ensures that RSC records are properly kept and maintained
3. Follows up on Board Meeting action items prior to due dates
4. Collects documents and maintains personnel files
5. Works with team administrator to receive and disseminate all information that needs to be passed along to the team members and parents, in various forms used by the team.
6. Communicates with Team Admin 2x per month on board dates, and other board communications for team newsletter

Additional Duties:

1. Back up team administrator
2. Maintain a USA Swimming non-athlete membership, complete required certifications: background check, APT (athlete protection training) and CPT (concussion protocol training)
3. Member of the Motivations/Incentives Committee
4. Takes a leadership role during competition sessions for hosted meets: either meet director, official or meet marshal
5. Sends monthly email for virtual backpack to schools (SEP CSD, Bondurant) with items for Rams mail newsletter (tryouts, swim lessons, events) – updated as necessary
6. Performs other duties as required by the Team and Board