EMAC Committee Descriptions (FY24/25)

Finance Committee

Purpose: The Finance Committee provides short and long-term financial supervision through reporting, monitoring, internal controls, and transparency. Additionally, it advises on achieving financial security. It is chaired by the Treasurer of the EMAC Board of Directors. Members may be appointed as Assistant Treasurers by the Chair of the EMAC Board of Directors to ensure specific expertise is available.

Objectives: The Finance Committee ensures stability and appropriate use of funds for the Club:

1. Establish and Oversee Budget:
    a. Review the comprehensive annual budget developed by the Executive Director ensuring it aligns with the Club's vision and objective
    b. Continuously monitor budget performance and advise adjustments as necessary
2. Monitoring and Analysis:
    a. Regularly review financial statements and reports in detail to analyze the Club's financial health
    b. Identify trends, opportunities, and potential risks, while providing actionable insights to the Board of Directors and Executive Director
3. Recommend Financial Policies:
    a. Formulate and recommend financial policies that ensure fiscal responsibility and integrity
    b. Ensure policies are in compliance with legal standards and best practices
4. Consultation on Large Expenditures:
    a. Provide expert advice on significant financial decisions, investments, or expenditures
    b. Evaluate the financial implications of major projects or purchases
5. Conduct Audits and Reporting:
    a. Appoint an auditor and help with the formal audit process to ensure financial transparency and accountability
    b. Report financial findings and implications to the Board of Directors, Executive Director, and other relevant stakeholders
    c. Provide insights and advice to support informed decision-making by the Board
6. Recommendations for Financial Security:
    a. Develop strategies to enhance the organization's financial stability and security
    b. Advise on risk management, reserve funds, and long-term financial planning

Skills Required: Below are the skills required from Committee members to effectively manage the financial operations and guide the organization towards a stable and secure financial future:

1. Financial Expertise: Strong understanding of financial management, accounting principles, and budgeting

2. Analytical Skills: Ability to analyze financial data, identify trends, and make informed recommendations
3. Strategic Thinking: Skills in long-term financial planning and understanding the broader financial implications of organizational decisions
4. Attention to Detail: Precision in monitoring financial activities and ensuring compliance with policies and regulations
5. Communication Skills: Ability to clearly articulate financial concepts and implications to the Board and other stakeholders
6. Problem-Solving Abilities: Skills in identifying financial challenges and developing effective solutions
7. Knowledge of Legal and Regulatory Requirements: Understanding of the legal and ethical obligations related to financial management and reporting
8. Leadership and Advisory Skills: Ability to guide and advise on financial matters, demonstrating leadership in financial decision-making
9. Risk Management: Understanding of risk assessment and the ability to develop strategies to mitigate financial risks
10. Integrity and Ethics: Commitment to high ethical standards and integrity in managing the organization's finances.

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Governance Committee

Purpose: The Governance Committee provides on-going evaluation of the structure of the Club to promote optimal business process and accountability, and to provide best practice guidance support to the Board of Directors. It is chaired by the Secretary of the EMAC Board of Directors. Members may be appointed as Assistant Secretaries by the Chair of the EMAC Board of Directors to ensure specific expertise is available.

Objectives: Focusing on the following objectives, the Governance Committee ensures the Board of Directors is responsible and accountable to its role and serving the membership to the best of its ability:

1. New Board Member Recommendations:
    a. Identify and assess potential candidates for board positions
    b. Recommend individuals who align with the organization's values and vision, as well as having the skillset required to lead a business
2. Evaluate Performance of Board of Directors:
    a. Develop and implement effective evaluation processes for the Board of Directors
    b. Provide annual performance reviews and feedback to ensure accountability and continual improvement
3. Recommend Policy:
    a. Review and suggest policies that enhance governance practices and organizational effectiveness

    b. Ensure policies are compliant with legal standards and reflected best practices
4. Reporting to Board of Directors:
    a. Regularly report findings, recommendations, and progress to the Board of Directors
    b. Provide insights and advice to support informed decision-making by the Board

Skills Required: Below are the skills required from Committee members to bridge the gap between Club members and its leadership, ensuring a positive and engaging environment for all members:

1. Leadership and Decision-Making Skills: Strong ability to lead discussions, make critical decisions, and guide the Committee's direction with the organizations best interests front of mind
2. Strategic Thinking: Skills in understanding the organization's long-term goals and aligning governance practices with these objectives.
3. Knowledge of Organizational Governance: Understanding of best practices in governance, including board dynamics, executive leadership roles, and policy development.
4. Evaluation and Assessment Skills: Ability to objectively assess the performance of board members, executives, and key staff, and provide constructive feedback.
5. Communication Skills: Proficient in articulating complex governance issues and recommendations clearly to diverse audiences.
6. Ethical Judgment and Integrity: Commitment to high ethical standards, ensuring transparency and accountability in governance practices.
7. Problem-Solving Abilities: Skills in identifying governance-related challenges and developing effective solutions.
8. Policy Development and Analysis: Ability to draft, review, and recommend policies that enhance organizational effectiveness and compliance.
9. Collaborative Skills: Ability to work effectively with other Committee members, board members, and organization leaders.
10. Reporting and Compliance: Competence in preparing reports for the Board and ensuring adherence to Club policies and external regulations

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Meet Committee

Purpose: The Meet Committee ensures meets are run efficiently and effectively. It recruits, trains, and organizes all meet service and ensures officials are requested and organized via the LSC. It is chaired by a member of the EMAC Board of Directors.

Objectives: Focusing on the following objectives, the Meet Committee effectively manages and executes well-organized and successful meets:

1. Host Meets:
    a. Plan and organize swim meets, ensuring they are conducted efficiently, effectively, and abide with USA Swimming (USAS)/Local Swim Committee (LSC) rules and regulations
    b. Manage all aspects of meet logistics, including venue preparations, scheduling, service reporting, and equipment management
2. Coordinate Officials:
    a. Liaise with the LSC to request and organize officials for each meet
    b. Ensure that all officials hold up to date certifications and briefed on meet activities
3. Coordinate and Train Volunteers:
    a. Recruit and organize service hours needed for various roles during swim meets
    b. Develop and conduct training sessions for Members to ensure they are well-prepared and understand their service duties
4. Reporting to the BoD, and USAS
    a. Regularly report on meet planning, execution and outcomes to the Board of Directors and the Finance Committee
    b. Ensure compliance with USAS results reporting requirements

<u>Skills Required:</u> Below are the skills required from Committee members to effectively manage and execute swim meets:

1. Event Planning and Management: Strong ability in planning and executing large-scale events, including managing logistics and coordinating multiple activities
2. Leadership Skills: Ability to lead and motivate a team of members and officials, ensuring effective collaboration and task delegation
3. Communication Skills: Proficient in clear and effective communication, both in organizing meetings and in providing instructions and information to members, officials, and swimmers
4. Organizational Skills: Excellent organizational abilities to manage various aspects of swim meets, including scheduling, service coordination, and equipment management
5. Problem-Solving Skills: Ability to quickly address and resolve issues that may arise before or during swim meets
6. Knowledge of Swim Meet Regulations: Understanding of the rules and regulations governing swim meets set by USAS and the LSC
7. Training and Development Skills: Competence in developing and delivering training programs for members
8. Relationship Management: Skills in building and maintaining positive relationships with officials, members, swimmers, and other stakeholders
9. Reporting and Compliance: Ability to accurately report meet details and ensure compliance with relevant guidelines and requirements
10. Attention to Detail: Precision in overseeing all aspects of meet planning and execution to ensure a high-quality experience for all participants.

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Membership Committee

Purpose: The Membership Committee serves as the vital link between members and the leadership of the Club, ensuring effective communication, seamless integration of new members, and organization of events. It is chaired by a member of the EMAC Board of Directors.

Objectives: The Membership Committee ensures members receive what they need from the Club, helping to create a reciprocal supportive relationship:

1. Group Liaisons:
    a. Act as representatives for each swim group within the Club, facilitating communication between members and Club leadership
    b. Relay information and gather feedback from members, addressing concerns and suggestions to improve the Club experience
    c. Solicit apparel preferences from membership and work with responsible staff to ensure apparel offerings meets the Club's standards
2. Events:
    a. Plan, organize, and execute Club events, including social gatherings, other member-focused activities, and Fundraising Events
    b. Enhance member engagement and foster a sense of community within the Club
3. Training:
    a. Develop training materials and programs for each area of focus (liaisons & events)
    b. Ensure that all Committee members and members completing service requirements receive appropriate training to enhance their skills and ensure quality of standard
4. Reporting to the BoD:
    a. Regularly report on member feedback, apparel management, and event outcomes to the Board of Directors

Skills Required: Below are the skills required from Committee members to bridge the gap between Club members and its leadership, ensuring a positive and engaging environment for all members:

1. Communication and Interpersonal Skills: Excellent ability to communicate effectively with Club members, leadership, and external partners
2. Organizational Skills: Proficiency in organizing and managing multiple tasks
3. Event Planning and Management: Experience in planning and executing events, understanding the logistics and requirements to ensure successful member-focused activities
4. Problem-Solving Skills: Ability to address and resolve member concerns and logistical challenges in a timely and effective manner

5. Leadership and Teamwork: Capability to lead initiatives and work collaboratively within the Committee and across the Club
6. Attention to Detail: Precision in managing event details and ensuring accurate reporting
7. Financial Management: Understanding of budgeting for events and the ability to manage financial resources effectively
8. Diplomacy and Conflict Resolution: Skills in handling member concerns diplomatically and working towards constructive solutions
9. Reporting and Compliance: Competence in preparing reports for the Board and ensuring adherence to Club policies and external regulations
10. Empathy and Member-Centric Approach: Sensitivity to member needs and a commitment to enhancing their experience in the Club.

Strategic Funding Committee

Purpose: The purpose of the Strategic Funding Committee is to secure the financial stability and growth of the Club through strategic initiatives in fundraising, sponsorships, and grants. The Strategic Funding Committee is dedicated to identifying and leveraging financial opportunities that align with the Club's mission and values, ensuring long-term sustainability and the capacity to fulfill our goals. It is chaired by the Vice Chair of the EMAC Board of Directors.

Objectives: The Strategic Funding Committee aims to build a robust and diversified financial base for the Club, ensuring its ability to thrive and expand its impact:

1. Fundraising Enhancement:
    a. Develop and implement a comprehensive fundraising strategy
    b. Organize fundraising events and campaigns that engage Club and community support
        i. Liaise with the Membership Committee to do so when organizing Club Members
    c. Cultivate relationships with individual donors, external partners, and alumni for long-term support
2. Sponsorship Acquisition and Management:
    a. Identify and approach potential corporate sponsors values of which align with EMAC
    b. Direct and advise staff in establishing and maintaining strong relationships with sponsors through regular communication and updates
    c. Create sponsorship packages that offer valuable benefits to sponsors while supporting Club financial goals
3. Grant Research and Application:
    a. Conduct thorough research to identify grant opportunities relevant to the Club's activities and objectives
    b. Work with staff to prepare and submit compelling grant applications, ensuring compliance with all requirements
    c. Monitor grant application outcomes and manage grant funds effectively upon receipt

4. Financial Planning and Reporting:
    a. Develop annual financial targets in line with the organization's strategic plan
    b. Regularly review and report on the committee's progress towards financial goals to the Board of Directors
    c. Provide recommendations for financial management and budget adjustments as needed
5. Community Engagement and Awareness:
    a. Increase community awareness of the Club's mission and financial needs
    b. Direct and advise staff in leveraging social media and other communication channels to promote fundraising campaigns and sponsorship opportunities
    c. Engage members in fundraising and promotional activities
6. Compliance and Ethical Fundraising:
    a. Ensure all fundraising and sponsorship activities adhere to legal requirements and ethical standards
    b. Stay informed about regulations and best practices in nonprofit fundraising and sponsorship.

Areas of Focus and Skills Required: Below is a definition of areas of focus and the skills that are required from individuals in each area. It is important to understand the differences in skills, so the appropriate individuals can be sought out to ensure success.

1. **Fundraising:** Providing events and/or items for sale to raise funds for the organization. Events can include Swim-A-Thon, Talent Shows, and Auctions. Items for sale can include EMAC gear, holiday items (mums for Mother's Day, Christmas wrap), or cash back rewards for utilizing specific vendors.

    Flipgive.com is a great option for shopping and donations from members.

    *It's important to not bombard membership with too many sales requests to avoid feeling burned out or "irritated" by the constant ask to donate money.

    Skills Required for Fundraising:

    - Event Planning and Management
    - Organizational skills (quality and timeliness)
    - Relationship Building
    - Effective Communication
    - Creativity and Innovation

2. **Sponsorships:** Building community and business "reciprocal" relationships can be a financially rewarding endeavor. The business or sponsor gains access to commercial potential associated with EMAC. That potential being exposure to members, families, and others in the community.

It is important to build a well-defined and impactful sponsorship package. Items to include:

- An overview of the Club and our mission/vision
- Defining our reach/exposure (how many members, socials reach, approximate number of people who see the building or come into the building for other programs)
- Sponsorship levels or tiers (what sponsors receive for how much - GET CREATIVE!)
    - Include the option for customizable sponsorship options. This gives a potential sponsor the opportunity to work with us if for some reason our offerings aren't a match
- Ensure there are great images and the layout is attractive, easy to read, and provides quality information

*The person building the sponsorship package will most likely not be the same people who are selling the sponsorships. (Different skill sets)

<u>Skills Required for Sponsorships:</u>

- Connections within the community and businesses
- Sales and Marketing
- Building relationships and networking
- Flexible and strategic thinking, to include problem solving for potential sponsors
- Confident presence and enthusiasm for EMAC

3. **Grant Writing:** Writing grants involves the process of researching, preparing and submitting proposals to secure funding from government entities, foundations, corporations, and other grant-giving organizations. While the process can be straight forward, each proposal will need to be written in a way that interests the grantors.

   *It will be necessary to work closely with staff and the Finance Committee to ensure the budgeting and financial proposals are accurate.

   <u>Skills Required for Grant Writing:</u>

   - Research - Identifying and understanding potential funding sources, their requirements and their alignment with the organization's needs
   - Writing and Communication to include persuasive story telling
   - Detail Oriented
   - Analytical Skills
   - Time management