

The logo features the word "EMAC" in a bold, dark blue, sans-serif font. Below it, the words "Green Swarm" are written in a green, cursive script font. The entire logo is enclosed in a white rounded rectangle with a thin gold border.

# EMAC

*Green Swarm*

## COMMITTEE STRUCTURE

October 6, 2022

# STRATEGY

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Implement committee structure to increase transparency and member participation

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When requested by the Board, the committee chairperson will attend the first portion of the Board meeting to present a report in person

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The committee chair shall email the Vice President and Director of Operations with a committee update on a regular basis as directed by the Board

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Committee chair will establish committee meetings/communication plans

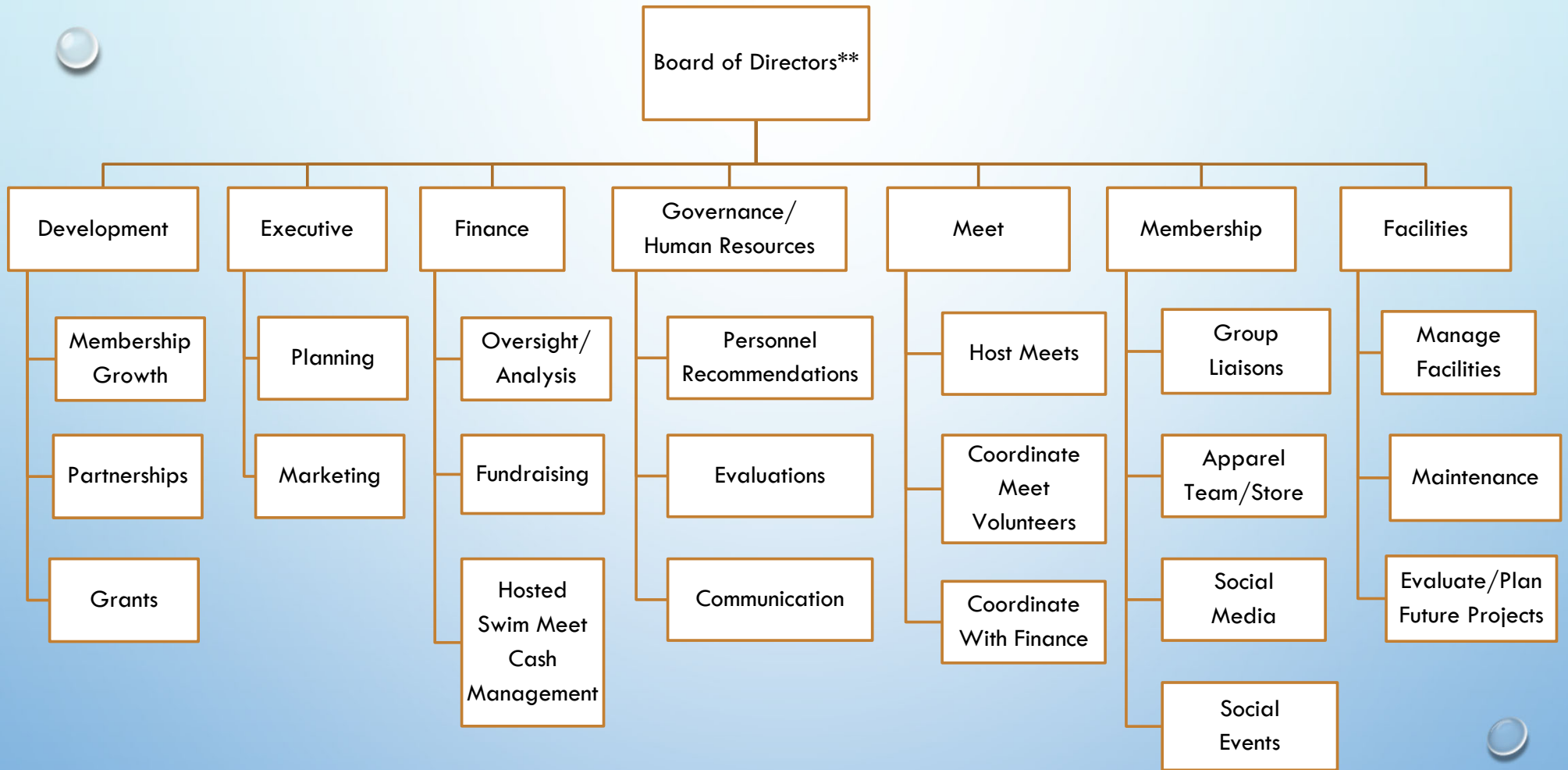
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Board will provide direction as needed

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All Committees will work with the objective of fulfilling EMAC's mission and business plan

# COMMITTEE STRUCTURE



\*\*Director of Operations will function as primary liaison to committee chairpersons

# DEVELOPMENT

## ➤ Membership Growth

- The committee shall evaluate methods and options to generate growth across all branches of the organization
- The committee shall recommend and recruit volunteers to assist on committees and promote committee involvement

## ➤ Partnerships

- The committee will investigate partnership options with other organizations and present them to the Board for review

## ➤ Grants

- The committee will investigate grant options and present them to the Board for evaluation
- The committee will assist the Board with Grant application process

# EXECUTIVE

## ➤ Planning

- The committee will assist the CEO with management of strategic affairs as directed by the President for review by the Board
- The committee will evaluate options to grow and expand the organization into other areas of interest

## ➤ Marketing

- Sub-committee will oversee marketing for the various branches of EMAC to increase public interest, membership, and sponsorship through website updates, social media, and other marketing methods

# FINANCE

## ➤ Oversight/Analysis

- Committee is responsible for assisting Treasurer with monitoring ongoing financial concerns
- Analyze at Club level; but also by Competitive, Swim Lesson, Pool Management, Lifeguards, Outreach Programs, and Summer categories
- Collaborate with CEO to prepare annual budget and year-end reports

## ➤ Fundraising

- Committee is responsible for establishing and organizing annual or ad hoc fundraising efforts to support membership activities, events, equipment, projects, etc.

## ➤ Hosted Swim Meet Cash Management

- Will assure that Admissions and Snack Bar cash boxes have proper start up funds
- Assist with swim meet cash counting and proceeds calculations
  - For each hosted swim meet; designated committee members will count cash received, tabulate receipts, share information with Meet Director, Snack Bar coordinator, and Finance chairperson
  - Will work with Office Manager for timely calculation and deposit of funds



# GOVERNANCE/HUMAN RESOURCES

## ➤ Personnel Recommendations

- The committee shall search for and make recommendations to the Board for potential new Board Members and Officers

## ➤ Evaluations

- The committee shall evaluate the current Directors or Officers up for re-election and make a recommendation to the Board if they support the candidates for re-election
- The committee shall evaluate the performance of Directors, the CEO and/or Head Coach on an annual basis in conjunction with the President

## ➤ Communication

- The committee is to promote clear communication and transparency to and with the membership
- The committee shall implement methods, procedures, rules, and practices to promote smooth functionality of EMAC
- The committee shall clarify roles and responsibilities of the Board of Directors

# MEET

## ➤ Host Meets

- The committee shall ensure that all tasks necessary to host a meet are taken care of
- The committee is responsible to ensure that all documentation is submitted to USA Swimming in a timely manner for approval to host meets

## ➤ Coordinate Meet Volunteers

- The committee shall engage the membership to fill all required volunteer positions necessary to host and attend meets
- The committee is responsible for the preparation a Signup Genius for all required positions and distribute to membership
- The committee is responsible for securing all necessary officials to host a meet
- The committee is to promote and assist interested members with obtaining all necessary USA Swimming training and certifications to become an official

## ➤ Coordinate with Finance Committee

- The committee shall coordinate with the Finance Committee to withdraw, deposit, and track all monetary dealings associated with hosting a meet



# MEMBERSHIP

## ➤ Group Liaisons

- One or more parent representatives for each Competitive Group (Bee Fit, Developmental, Age Group Travel, Killer Bee/Excel, and College Group)
- Role is to share information with parents regarding EMAC processes, expectations, events, FAQs, new member orientation, and to share information with the Board of Directors regarding parent concerns, common questions, suggestions, etc.
- Liaison should be comfortable answering questions, leading orientations for new parents, and communicating with the Board
- Liaison should be able to objectively share information to meet the needs of all parties.
- Head liaison will gather information from each representative to present to BOD each month
- Coordinate hotel blocks for away meets

## ➤ Apparel/Team Store

- Sub-committee will coordinate apparel orders 2-3 times per year, including team apparel to be included in registration (potentially team cap and t-shirt)
- Sub-committee will receive guidelines for apparel (EMAC logo, usage of any third party vendor or sponsor logo, allowable color schemes, etc.)
- Sub-committee will coordinate distribution of apparel
- Sub-committee will seek to use a high quality, reliable vendor and offer apparel at multiple price points
- Arrange for vendor for EMAC hosted meets
- Manage and operate team store for apparel and equipment

# MEMBERSHIP CONTINUED

## ➤ Social Media

- Sub-committee will coordinate social media posts on various platforms to promote and publicize various EMAC events, activities and accomplishments
- Sub-committee will coordinate internal communication of monthly newsletter
  - Topics: Coach's corner, upcoming events, birthdays, FAQs, 'teaching tool', etc.

## ➤ Social Events

- This sub-committee will coordinate various events throughout the year to promote membership engagement
- A plan for events should be created and list of events should be published on EMAC site
- Annual events include end of season banquet and alumni event
- Committee will coordinate with EMAC staff

# FACILITIES

## ➤ Manage Facilities and Maintenance

- Committee is responsible for oversight and management of EMAC owned facilities
- Committee is responsible for coordinating and facilities routine maintenance of EMAC owned facilities
- Committee is responsible for assessing needs of Pool Management aspect of the business

## ➤ Evaluate/Plan Future Projects

- Committee is responsible for investigating and implementing improvements to existing EMAC facilities that have been approved by the Board
  - This includes research of multiple options, cost/benefit analysis, project planning, etc.
- Coordinate acquisitions of any additional facilities as directed by the Board