

Westbrook Seals Swim Club – Board of Directors/Committee Structure

August 2, 2009 jmb

The by-laws allow for nine board members. Seals BOD of recent years have operated with the maximum number. The by-laws define three positions (President, Secretary/Treasurer, and Meet Director). For the upcoming year we have selected four officers plus the Meet Director. Since the Treasurer also fulfills the role of Chair of the Finance committee, this leaves four chairmanships for the remaining board members.

President -

- Liaison between active members and the Board of Directors (BOD)
- Call general membership meetings and BOD meetings
- Make standing committee appointments.
- Preside at all BOD meetings and general membership meetings
 - BOD meets at least monthly
 - General membership meets at least twice per year (typically September and April at beginning of winter and summer seasons)
- Responsible for coordinating the activities of the standing committees and other committees as established

Vice President -

- Fulfill all duties of the President in the absence of the President
- Coordinate special committees as directed by the President

Treasurer -

- Responsible for maintaining accurate bookkeeping of all financial records
- Responsible for ensuring employees are paid accurately and timely
- Responsible for ensuring taxes and health insurance are paid accurately and timely
- Present financial statement at each monthly, regularly scheduled BOD meeting
- Preside as Chair of Finance Committee

Secretary -

- Take minutes at BOD meetings
- Distribute BOD meeting notes within one week of the meeting and provide copies to the BOD at the following meeting for review and acceptance of meeting notes

Meet Director -

- Responsible for meet submissions and coordination of home meet activities including securing officials, timers and other volunteers

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Finance Committee –

- Shall be chaired by the Treasurer
- Preside at all Finance committee meetings that are separate from BOD meetings
- Provide agenda items for BOD meetings one week prior to the scheduled meeting date; include executive summary of agenda items and any supporting documents as necessary to the President for inclusion into the meeting
- Regularly review Club Assist payment records and report to BOD any discrepancies in a timely manner
- Regularly review Payroll Services records and report to BOD any discrepancies in a timely manner
- The finance committee's tasks are to develop and review fiscal procedures and annual budget with staff and BOD. First draft of budget shall be prepared no later than two months prior to the end of the fiscal year.
- Develop appropriate procedures for financial planning
- Submit an annual budget to BOD for approval
- Ensure accurate tracking/monitoring/accountability for funds and ensure adequate financial controls
- Submit accurate monthly reports to BOD showing income, expenditures, pending income
- Assist the Fundraising Committee in developing a fund-raising plan
- Advise the BOD on all financial matters, priorities and best practices
 - Minimum additional staffing requirements:
 - Bookkeeper – support the Treasurer by maintaining all financial records, ...
 - Billing and Collections – support the Treasurer by assuring all members are properly billed and notify the Treasurer of all delinquencies in a timely manner. Notify members and coaching staff of tardiness of dues payment so that appropriate action can be taken. Set up and monitor payment plans for members who are behind in their payments.

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Personnel Committee -

- Shall be chaired by a board member
- Provide agenda items for BOD meetings one week prior to the scheduled meeting date; include executive summary of agenda items and any supporting documents as necessary to the President for inclusion into the meeting.
- Additional membership should include no less than one other board member and augmented by the Vice-President and/or President as necessary.
- Preside at Personnel committee meetings that are separate from the BOD meetings
- To serve as a link between staff and BOD, reporting all issues related to personnel; meet with coaching staff on regular basis.
- Shall implement best practices for human resources,
- Recommend policies to the BOD for approval that solidify contractual requirements and improve implementation of contracts.
- Review and submit employee contracts for BOD approval no later than two months prior to contract end date.
- Make recommendations for appropriate personnel best practices
- Evaluate staff performance
- Monitor and report to the BOD all time off as defined in employee contracts
- Monitor and report to the BOD all incentive plan requirements as defined in employee contracts
- and other such tasks as the BOD may appoint.

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Fundraising Committee -

- Shall be chaired by a board member
- Provide agenda items for BOD meetings one week prior to the scheduled meeting date; include executive summary of agenda items and any supporting documents as necessary to the President for inclusion into the meeting
- Additional membership should include no less than five non-board members
 - Attempt to include parents with skills such as marketing, project management, planning, etc.
- Preside at Fundraising committee meetings that are separate from BOD meeting
- Oversee development of a fundraising plan in cooperation with the finance committee and BOD to meet or exceed the budgeted line item
- Implementation of the fundraising plan
 - Typical fundraising events include:
 - Splash for Cash
 - Applebee's Pancake Breakfast
 - Corporate Sponsorship
 - Additional fundraising events could include:
 - Selling advertising space on home meet heat sheets.
 - Selling advertising space on simulcast meets
- Identify and solicit funds from external sources of support
- Host fundraising events
- Enlist volunteers and participants to assist in fundraising events
- Acknowledging volunteers and donors appropriately
- Includes other duties as the BOD may assign

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Operations Committee -

- Shall be chaired by a board member
- Provide agenda items for BOD meetings one week prior to the scheduled meeting date; include executive summary of agenda items and any supporting documents as necessary to the President for inclusion into the meeting.
- Additional membership should include no less than five non-board members
- Preside at all Operations committee meetings that are separate from BOD meetings
- Maintain Club Assistant functionality
- Maintain Seals equipment list and record of storage location along with value at time of purchase
- Maintain equipment needs list as defined by BOD and coaching staff, make recommendations to the BOD of priorities
- Liaison with Pool Director and Head Coach as necessary to facilitate repair or replacement of joint-use equipment
- Coordinate efforts to maintain Colorado Timing system, Starter devices, Hy-Tek cabling, Video/Simulcast system, etc.
- Provide away-meet coordinator role. Establish database of hotels and restaurants in areas near meet events. Publicize via communications committee.

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Communications Committee -

- Shall be chaired by a board member
- Provide agenda items for BOD meetings one week prior to the scheduled meet date; include executive summary of agenda items and any supporting documents as necessary to the President for inclusion into the meeting
- Additional membership should include no less than five non-board members; membership should be equally spread through the age groups
- Preside at all Communications committee meetings that are separate from BOD meetings
- Responsibilities are to organize, design and implement the teams communication to include:
 - Club Assistant
 - Website
 - Email
 - Phone Calling System
 - Bulletin Board
- Monitor and maintain accurate records of swimmers' performances
- Liaison with all committees, coaches, and BOD to assure timely, clear, and accurate information is distributed to all necessary parties
- Promote all team activities and fundraising
- Assure best practices in communication, public relations, and make recommendation to BOD as appropriate
- Represent the team and organization to the public as necessary
- Assist in publicizing team events, fundraisers, and other such duties as the BOD assigns
- Plan and coordinate non-fundraising events such as:
 - Registration
 - Annual Banquet
 - Summer BBQ
 - Team Dinners