



CAC Board Member Roles

- Board positions listed below will clearly indicate if the member's role is a voting position.
- All Board Members are expected to attend at least ten board meetings per year.
- Operating Procedures are to be voted on by the CAC Board. Changes may be made when presented to the Board in writing ten days prior to a Board Meeting. Operating Procedures should be reviewed every two years.
- All members of the Board are expected to be on deck ready to fill in for jobs at meets and championships that are unfulfilled by other volunteer members.
- All Board Members are required to assist during registration week of each swim season.
- All Board Members should be documenting any changes to their roles and responsibilities to ensure future members knowledge and success. As well, communicate necessary information to their replacement. Board Members may share/adjust/swap roles as needed based on and skill set and interest.
- Notification of all parent memberships is not necessary as for CAC Bylaws.
- Each Board Member will receive half off their first two swimmers only (those swimmers that are charged full price), and any additional swimmers will be charged at the already set discounted rate. Board Members will not receive discounts in regards to USA swimming.

President <i>Voting Position</i> <i>Elected every two years, even years only</i> <i>Receives Board discount for swimmers</i>	Vice President <i>Voting Position</i> <i>Elected every two years, odd years only</i> <i>Receives Board discount for swimmers</i>
Treasurer <i>Voting Position</i> <i>Elected every two years, odd years only</i> <i>Receives Board discount for swimmers</i>	Secretary <i>Voting Position</i> <i>Elected every two years, odd years only</i> <i>Receives Board discount for swimmers</i>
Membership Representative <i>Voting Position</i> <i>Elected every two years, even years only</i> <i>Receives Board discount for swimmers</i>	Meet Coordinator <i>Voting Position</i> <i>Elected every two years, even years only</i> <i>Receives Board discount for swimmers</i>
Community Liaison <i>Voting Position</i> <i>Elected every two years, odd years only</i> <i>Receives Board discount for swimmers</i>	Parent Representative <i>Non-Voting Position</i> <i>Elected every year</i> <i>Receives Board discount for swimmers</i>

Head Coach

Non-Voting Position

President

Voting Position

Elected every two years, even years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Call and preside at all board meetings, including membership and parent meetings.
- Maintain the Bylaws and Standard Operating Procedures.
- Act as a liaison for CAC with all external individuals and groups including the Chelsea School District, Chelsea Community Services, and Pool Director.
- Mediate and facilitate conflict between coaching staff, attending Coaching Staff Meetings to ensure that the bylaws, SOP, and mission of CAC is upheld at all levels.
- Oversee the Operations of the 501(c) 3.
- Yearly club submission to the State of Michigan Department of Licensing and Regulatory Affairs, filing a copy of the Nonprofit Corp Annual Report.
- Coordinate annual CAC budget with the Treasurer- prepared for 1 years' time to be presented to the Board at every August Board Meeting.
- Review financial statements on a seasonal basis with the Treasurer.
- Approve expenditures according to policy.
- Coordinate hiring and evaluation of coaching staff for each session with the Head Coach and Vice President.
- Coordinate the Coach's bonus to be distributed in August with the Treasurer.
- Along with the Vice President, run computer equipment for all home meets in the Crow's Nest.
- Follow up with swim meet dates/times/changes with the Meet Coordinator and Head Coach within ten days of all swim meets.
- Help maintain the CAC Website when Membership Representative and/or Vice President need assistance.
- Oversee all Board positions, assisting each board member as necessary to get jobs done.
- In partnership with the Vice President, assume the duties of the Treasurer in the event of the absence or disability of the Treasurer. If the Treasurer position is vacated, the President and Vice President shall become the Treasurer until a new Treasurer is appointed by the Board.

Vice President

Voting Position

Elected every two years, odd years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Maintain the CAC Website through Team Unify with the assistance of the Membership Representative and Head Coach.

- Maintain the CAC Handbook.
- Run the CAC Club Records.
- Along with the President, run computer equipment for all home meets in the Crow's Nest.
- Assist with hiring and evaluation of coaching staff for each session with the President and Head Coach.
- Coordinate, with the help from the Community Liaison and Parent Representative, the planning, preparation, team participation, and building of the CAC's Chelsea Community Fair Parade float.
- Hold Board Member elections.

At least three weeks prior to the end of the Fall season, post all the Board Member positions up for election in that year. If a current Board Member would like to stay in their position, their name will be on the ballot along with the names of any other club members interested in the position, as well as a blank line for a write-in.

- Assume the duties of the President in the event of the absence or disability of the President. If the President position is vacated, the Vice President shall become the President until a new President is appointed by the Board.

Treasurer

Voting Position

Elected every two years, odd years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Maintain the CAC checkbook and QuickBooks.
- Reconcile monthly bank statements.
- Process payroll in a timely manner, as well as pay all invoices in a timely manner.
- In partnership with the Membership Representative, track registration fees and late fees for both CAC and USA swimmers. Check black box weekly for swimmer deposits.
- Ensure all documents necessary are submitted to an accountant in a timely fashion. Follow up with an accountant as necessary throughout the year.
- Provide monthly financial updates complete with line items including balance statement, profit/loss statement, and transaction list. Review Financial Statements on a seasonal basis with the President and Vice President.
- Coordinate annual CAC budget with President prepared for one years' time to be presented to the Board at every August Board meeting.
- Ensure sufficient change is provided to the Meet Coordinator prior to the start of the meet. Meet with the Meet Coordinator following each swim meet to obtain and deposit any additional income that was generated via concession sales.
- Assist President in determining the Coach bonus that will be distributed in August.
- In partnership with the Secretary, assume the duties of the Vice President in the event of the absence or disability of the Vice President. If the Vice President position is vacated, the Treasurer and Secretary shall become the Vice President until a new Vice President is appointed by the Board

Secretary

Voting Position

Elected every two years, odd years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.

- Secure meeting room (if not at Beach Pool) for monthly Board Meetings.
- Record, type, and distribute minutes from each Board Meeting to all Board Members and attendees within seven days subsequent to the meeting.
- Serve as the Marshaling Coordinator at home meets. Coordinate and oversee marshaling volunteers to help ensure the line-up and preparation of swimmers runs smoothly throughout the meet.
- Maintain the CAC bulletin board for club members.
- Prepare any printed material that is needed for events or communication purposes including signs, notices, etc.
- Communicate on a seasonal basis with the Chelsea School District, Chelsea Community Services, and Pool Director to feature CAC in school/community promotions, newsletters, and community flyers.
- With support from the Board, create/design and order CAC logo apparel and swim caps as necessary.
- Order swim ribbons as necessary.
- In partnership with the Treasurer, assume the duties of the Vice President in the event of the absence or disability of the Vice President. If the Vice President position is vacated, the Secretary and Treasurer shall become the Vice President until a new Vice President is appointed by the Board.

Membership Representative

Voting Position

Elected every two years, even years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Maintain the CAC Website through Team Unify with the assistance of the Vice President and Head Coach.
- Maintain registration through the CAC website for all seasons. Ensure registration is open in a timely manner.
- Communicate with the President and Vice President during registration weeks with contact information for new families.
- Coordinate each registration week with the Board, ensuring enough Board volunteers are available for a smooth registration week.
- Activate/deactivate swimmers each season during registration and update membership information as needed.
- Assist the Treasurer to ensure Board Members are provided a discount for their swimmers prior to each season's registration.
- Assist the Treasurer to track fees and discounts including membership dues and fees, as well as late fees.
- Coordinate with the Head Coach on duties for registration of USA swimmers and meet paperwork.
- Assist at all home meets where needed and help to make sure volunteers are present and actively fulfilling their volunteer position. Fill an unfilled position on the deck or in the crows nest if necessary.
- In partnership with the Community Liaison, assume the duties of the Secretary in the event of the absence or disability of the Secretary. If the Secretary position is vacated, the Membership Representative and Community Liaison shall become the Secretary until a new Secretary is appointed by the board.

Meet Coordinator

Voting Position

Elected every two years, even years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Attend monthly WISC meetings and SMSL meetings as necessary (please note: failure to do so results in a fine to CAC which comes out of the club's funds). *Coordinate with the President and Head Coach if unable to attend.*
- Primary contact for ALL member volunteers including: signup, requirement tracking, and job fulfillment.
- Coordinate meet dates with Head Coach and other teams within the swim league.
- Follow up with swim meet dates/times/changes with the President and Head Coach within ten days of all swim meets.
- Secure officials for all home meets.
- Secure volunteers sufficient to run each meet (may include home meets, away meets, and championships), through job signup on CAC website.
- Track membership volunteering and coordinate collection of fees to be charged for unfulfilled jobs by members each session with Membership Representative.
- Resolve any issues or concerns that arise during swim meets with the assistance of the President if needed.
- Ensure sufficient change is provided by the Treasurer prior to the start of the meet. Report to Treasurer following swim meet with additional income that was generated via concession sales.
- Determine concession needs and secure needed items.
- Organize and maintain concessions equipment, obtaining food licenses whenever necessary.
- Purchase any additional food/drink items for home swim meets as needed.
- Oversee concessions set up, sales, and clean up.

Community Liaison

Voting Position

Elected every two years, odd years only

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Community outreach for sponsorships, including t-shirts, USA Banner, and certificates to sponsors. Communications to sponsors should be sent out no later than August 15th.
- Announce and control the music/PA system for all home swim meets.
- Organize team and individual swimmer photos for CAC winter season; USA during fall season.
- Coordinate at least one community fundraising activity each season with the assistance of the Parent Representative.
- Assist the Vice President with the planning, preparation, and team participation in the Chelsea Fair Parade and float building.
- Coordinate with the Meet Coordinator on volunteer positions necessary for fundraisers, community events, and Fair Parade (including monetary donations, item donations, and chaperones).
- Assist the Parent Representative with all end-of-season parties/banquets.

- In partnership with the Membership Representative, assume the duties of the Secretary in the event of the absence or disability of the Secretary. If the Secretary position is vacated, the Community Liaison and Membership Representative shall become the Secretary until a new Secretary is appointed by the board

Parent Representative

Non-Voting Position

Elected every year

Receives Board discount for swimmers

- Required to attend at least ten board meetings per year.
- Lead the planning and preparation of the end of season parties/banquets.
End-of-Summer-Season Pool and Potluck Party, End-of-Fall-Season Parent/Child Relay Party; End-of-Winter-Session Banquet
Coordinate volunteers and donations with the help of the Meet Coordinator, secure the facility and equipment with assistance from the President, and plan the distribution of awards/plaques with the assistance of the Vice President.
- Assist the Community Liaison with sponsorship outreach.
- Manage the CAC Facebook page with the help of the president and secretary. Post weekly updates, community events, fundraisers, swimmer photos, and all important notifications.
- Assist at all home meets where needed and help to make sure volunteers are present and actively fulfilling their volunteer position. Fill an unfilled position on the deck or in the crows nest if necessary.
- Assume the duties of the Community Liaison in the event of the absence or disability of the Community Liaison. If the Community Liaison position is vacated, the Parent Representative shall become the Community Liaison until a new Community Liaison is appointed by the board. *In turn, the Parent Representative serving as the interim Community Liaison will be considered a voting position until a new member is voted in by the Board.*

Head Coach

Non-Voting Position

Receives Board discount for swimmers

- Required to attend board meetings as necessary.
- Coordinate team suit fitting and team apparel ordering each season with the assistant of the Secretary.
- Coordinate hiring and evaluation of coaching staff for each session with the President and Vice President.
- Coordinate the CAC seasonal advertisement with the Secretary and President for the Chelsea Community Education booklet.
- Follow up with swim meet dates/times/changes with President and Meet Coordinator within ten days of all swim meets.
- Assist the Parent Representative in the planning and preparation of end-of-season parties. Prepare swimmer certificates for each season's end-of-the-season party/banquet. For the winter season, coordinate the presentation of the CAC trophies, plaques, and/or awards with the Vice President and Parent Representative.
- Maintain the CAC Website with the assistance of the Membership Representative, Vice President, or President.