

Board Position – Brief Descriptions

Executive Board - President

****Must have served 1 year as a Dolphin Executive Board Member, ascends from VP position****

Job Description: The President is responsible for carrying out team business, including working directly with Manteca Recreation & Community Services, leading all Board meetings.

Participates in Executive Board business. This requires significant additional time. Attendance at both General and Executive Board Meetings each month is required (except December).

Executive Board - Vice President

*****Must have served 1 year as a Dolphin Board Member*****

Job Description: Assists the President in carrying out team business. Serves as the League Representative and attends League Meetings each month. Participates in Executive Board business. This can sometimes require significant additional time. Attendance at both General and Executive Board Meetings each month is required (except December).

Executive Board – Treasurer

*****Must have served 1 year as a Dolphin Board Member*****

Job Description: Keeps track of financial transactions, banking, budgets, and other monetary duties. Requires integrity and transparency while dealing with financial matters with oversight by and coordination with Executive Board Members, and knowledge of bookkeeping methods/software is recommended. Participates in Executive Board business. This can sometimes require significant additional time. Attendance at both General and Executive Board Meetings each month is required (except December).

Executive Board – Secretary

*****Must have served 1 year as a Dolphin Board Member*****

Job Description: Generates agendas with input from board members and records minutes at Executive and General Board meetings, as well as digital votes/meetings between regular meetings. Keeps a record of minutes and uploads them to the website in a timely manner. Participates in Executive Board business. This can sometimes require significant additional time. Attendance at both General and Executive Board Meetings each month is required (except December).

Executive Board – Communications

*****Must have served 1 year as a Dolphin Board Member*****

Job Description: Facilitates communication between team members and board members, and handles the Team Email account. Typical tasks include: sending emails, making social media posts, and sending out team information. Participates in Executive Board business. This can sometimes require significant additional time. Attendance at both General and Executive Board Meetings each month is required (except December).

Executive Board – Registrar

Must have served 1 year as a Dolphin Board Member

Job Description: Plans and organizes team registration, works with the TeamUnify software and spreadsheets to track and report on registrations, and tracks information on registrations and payments from Recreation and Community Services. Participates in Executive Board business. This can sometimes require significant additional time. Attendance at both General and Executive Board Meetings each month is required (except December).

General Board – Apparel

Job Description: Works with the Board and vendors to design, order, and distribute team suits, caps, and dry gear. Attendance at General Board Meetings each month is required (except December).

General Board – Awards/Ribbons

Job Description: Orders, organizes, and distributes Ribbons and Awards during the season and manages the Ribbons/Awards table at meets. Attendance at General Board Meetings each month is required (except December).

General Board - Colorado

Job Description: Makes sure the Colorado computer is setup, running properly, and communicating with the other timing system components. Communicates any Colorado needs during Board meetings. Operates and/or trains others to operate the Colorado computer at meets. Attendance at General Board Meetings each month is required (except December).

General Board – Equipment/Facilities

Job Description: Maintain and organize meet equipment as needed for meets and other events, and transport between pool facilities and the storage unit. Attendance at General Board Meetings each month is required (except December).

General Board – Event Coordinator

Job Description: Plan and coordinate Manteca Dolphins Events during the on and off-season, such as participation with City events such as the Trunk 'r Treat, Pumpkin fair booth, and fun team events like a "meet at the movies" day, popsicle night, team potluck, Mother's Day meet treat, etc. Attendance at General Board Meetings each month is required (except December).

General Board – Fundraising

Job Description: Organize fundraisers to supplement the working budget of the Dolphins. Attendance at General Board Meetings each month is required (except December).

General Board – Hospitality/Vendors

Job Description: Manages the hospitality table and vendors for home meets. This includes shopping for snacks within a set budget and setting up and monitoring the hospitality table for

home meets. This also includes calling and setting dates with vendors to operate at home meets. Attendance at General Board Meetings each month is required (except December).

General Board – Meet Manager

Job Description: Uses Meet Manager software to create and/or prepare for meets in the days prior, supervises the Meet Manager computer during home meets, and sends out results after meets. Works closely with our coach and other teams' Meet Managers. Attendance at General Board Meetings each month is required (except December).

General Board – Meet Referee/Head Stroke and Turn Judge

Must have Stroke and Turn experience in all strokes as a minimum requirement

Job Description: Has full authority over all officials and questions relating to the meet. Finalizes disqualifications. Makes final decisions when coaches challenge a disqualified swimmer. Manages Stroke and Turn Judges during the meet or works with an additional person to do so. Attendance at General Board Meetings each month is required (except December).

General Board – Parent Volunteer Coordinator

Job Description: Coordinates with Meet Manager to create the job file for meets, makes sure jobs are filled, and parents arrive to jobs on time at meets. Organizes parent/swimmer check-in table. Attendance at General Board Meetings each month is required (except December).