



NAPERVILLE TENNIS CLUB ORCAS SWIM TEAM VOLUNTEER PARENT BOARD OF DIRECTORS

The NTC Orcas Swim Parent Board is an organization open to parents or guardians of registered team members. They assist the swim team in the coordination and operation of its team.

The Executive Board is comprised of a President, Vice President, Secretary & Treasurer. Board Members At-Large will include Computers Chair, Photography Chair, Concessions Chair, Spirit/Social Chair, Meet Referee Chair, and Fundraising/Sponsorship Chair. The team coaches serve as ex-officio members to this board.

The role of the Board is to coordinate and direct the activities of the swim team during the pre-season and the swim season. The officers serve as liaison between the NTC staff, the coaching staff, team members and parents to offer suggestions about the program to assure its success as well as to help resolve any problems.

BOARD OFFICER RESPONSIBILITIES

Executive Board Positions

President – shall preside at all meetings, appoint all committees, and have general supervision of the work of the Board. The President shall be an ex-official member of all committees of the Board and shall serve as: 1) Conference Meet Director, 2) Alternate Conference Representative, 3) Liaison between Board members and Coaches and 4) Liaison between Board member and NTC Staff. Must serve as a NSC league rep.

Vice President – shall preside in the absence of the President, shall perform such other duties as may be delegated by the President, shall be responsible for updating and evolving the team website (including creating and maintaining the overall navigation, content and the billing for the site from the hosting company), organize end of the season awards, coordinate the design/ordering/selling of apparel, and coordinate volunteer workers for dual meets and Championships. Must serve as a NSC league rep.

Secretary – has custody of the Board Bylaws and all other records and documents of the Association. The Secretary shall keep an accurate record of the meetings and activities of NTC and the Executive Board and shall transmit the same to his or her successor. The Secretary shall have charge of all correspondence and publicity. Must serve as a NSC league rep.

Treasurer – shall receive and disburse, with approval of the Executive Board, all Team funds, and shall keep accurate account of all transactions. The Treasurer shall make financial reports to the Board and to NTC upon request and shall transmit the accounts and all undisguised funds to the successor in office. In addition, the Treasurer shall be responsible for developing proposed budget, all registrations and collection of fees and monies.

Board Members At-Large

Spirit/Social Chair – shall coordinate all swim team activities with the master calendar and communicate these activities to the swim team members with prior Executive Board approval. Duties will include timely correspondence with team parents on activities and with coaches on all team activities, encourage new member connection through age group activities, coordinate by committee such activities as pictures, awards\ribbons, bulletin board, coaches appreciation week, poster/pasta party prior to Championships, end of season banquet, car decorating for Championships, and any other family fun that may arise. This position will oversee a committee.

Fundraising/Sponsorship Chair – shall coordinate all swim team fundraising activities with the master calendar and communicate these activities to the swim team members with prior Executive Board approval. Duties will include coordinating by committee the seeking of corporate sponsors, coordinating NTC-hosted Invite and continuing to be creative and strive for new fundraising ideas. This position will oversee a committee.

Computers Chair – shall be responsible for maintaining the team management software database. This position is responsible for maintaining the athletes, swim meets and events for the season. This includes replicating the database as needed to work with the coaches as well as merging results data into the master database.

Meet Referee Chair – The Officials Committee is responsible for recruiting parents as officials. Must be USA certified and serve as an official at home and away meets. Must coordinate communication between NSC and team officials regarding training, education, and certification programs as needed to ensure that the competitive program offered to swimmers is in full conformance with NSC standards.

Concessions Chair – shall be responsible for arranging home meet concessions, tracking inventory, and reconciling monies collected.

Photography Chair – shall be responsible for maintaining the team photo repository and collecting photos from parent photographer volunteers.

2024 Volunteer Parent Board of Directors

Executive Board

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|-----------------------|---------------------------------|
| President | Lisa Coronel* |
| Vice President | Kelly Smith* Christine Malm* |
| Secretary | Michelle Leibfried |
| Treasurer | Beth Bleser |

**NSC Team Reps*

Board Members At-Large

| | | <i>Reports to</i> |
|--------------------------------------|---------------------|------------------------------------|
| Spirit/Social Chair | <i>to be filled</i> | Christine Malm, Michelle Leibfried |
| Fundraising/Sponsorship Chair | <i>to be filled</i> | Kelly Smith |
| Computers Chair | <i>to be filled</i> | Lisa Coronel |
| Meet Referee Chair | Lynn Malko | Lisa Coronel |
| Concessions Chair | Angel Turner | Beth Bleser |
| Photography Chair | <i>to be filled</i> | Michelle Leibfried, Kelly Smith |