

## Stingrays Board of Directors Election

Dear Stingrays,

As previously announced at the awards banquet and via email on 25 July 2009, Stingrays families will be electing a new Board of Directors on Tuesday, 15 September 2009. In accordance with our by-laws, all nine BOD positions are open for election this year. Five of these positions will carry a two-year term, while the remaining four will initially carry a one-year term. Positions and terms of office are summarized in the table and position descriptions in the document attached to this email.

The Stingrays Election Committee (SEC) is seeking nominations for all nine BOD positions. Any member in good standing may nominate, and **self-nominations are permitted**. If you have a desire to serve, please consider placing your name on the ballot. If you prefer not to serve personally but would like to nominate someone else, please consider doing that as well.

Nominations (for either yourself or another) must be in writing, and must be received by the SEC not **later than 5:00 pm on Tuesday, 1 September 2009**. The preferred method to nominate is to send an email to [stingrayelections@gmail.com](mailto:stingrayelections@gmail.com). If you nominate via e-mail, you will receive a return e-mail confirming your nomination. If you prefer to nominate via a method other than e-mail, contact anyone on the SEC directly to arrange for confirmation of your written nomination.

Nominations will be only be accepted for specific BOD positions. Please include all four items list below with each nomination to you submit.

1. **Your name and contact information.**
2. **Name and contact information of person you are nominating (or "Self-nomination").**
3. **BOD position for which you are nominating the person in #2 above.**
4. **I (have / have not) discussed this nomination with the person in #2 above.**

As you consider serving or nominating someone to serve, please note the following:

- Families may only nominate *one* individual *per* position. Families may make multiple nominations so long as they are not (1) multiple individuals for the same position, or (2) a single individual for multiple positions
- Individuals may only run for one BOD position during any election.
- Only one individual per family may appear on the ballot.
- Only one family member may serve on the BOD at any given time.

After nominations have closed, each nominee will be given an opportunity to prepare a short paragraph describing qualifications and reasons for desiring to serve in the nominated position. The SEC will then prepare and distribute election ballots, along with candidate statements, not later than 8 September 2009. Ballots will list the slate of candidates for each BOD position. Families may vote for a maximum of one listed candidate for each position, and write-in votes are not permitted. Ballots will be tallied publically on Tuesday, 15 September 2009.

Thanks in advance for your participation in this nomination and election process. Once the nominations are closed, you will receive detailed information regarding ballot distribution, voting, and tallying. If you have any questions, please do not hesitate to contact anyone on the SEC.

Sincerely, Your 2009/2010 Stingray Election Committee

Jeanne Cummings (Axton)	202.731.8194
Jeff Kintzing	703.502.8062
Scott McAuliffe	703.395.0385
Katie McGovern	703.625.3503
Steve Parrot	703.587.5004

Thank you, The Stingrays Nominating Committee  
[stingrayelections@gmail.com](mailto:stingrayelections@gmail.com)

## Stingrays Board of Directors Election

### Positions:

**A. TEAM REPRESENTATIVE.** This person serves as the LRR Team Representative to the Division and NVSL, acts as primary liaison between Swim Team Board and coaches, serves as coordinator for all NVSL meets, chairs all meetings of the Swim Team Board, and coordinates activities of all other committees. The Team Representative shall be the official representative of the Stingrays to the NVSL and shall have voting authority of the Stingrays at meetings of the NVSL. The NVSL Representative shall be responsible for attending all NVSL meetings and advising the Stingrays BOD as to the agenda items discussed, any votes taken, and the Stingrays position on said items. The Team Representative shall bear in mind that certain issues should be determined by the BOD and seek tabling of any vote by the NVSL when it appears circumstances so warrant. The Team Representative shall, in conjunction with the Assistant Team Representative, serve as the Stingrays liaison with the LRR HOA, including drafting annual revisions to the Use Agreement and communicating other material items when necessary. The Team Rep shall maintain a detailed Turnover Binder in order to maintain integrity of the position over time.

**B. ASSISTANT TEAM REPRESENTATIVE.** The Assistant Team Representative assists the Team Representative as necessary. The Assistant Team Rep shall act in lieu of the Team Rep in his or her absence. This position is the Team Representative for the current Monday Night League. Other duties include registering swimmers for Monday Meets based on current team rules, recruits meet workers as required and serving as the Monday Meet Manager. The Assistant Team Representative shall also serve as the Tuesday Time Trial Manager. The Assistant Team Representative shall, in conjunction with the Team Representative, serve as the Stingrays liaison with the LRR HOA, including drafting annual revisions to the Use Agreement and communicating other material items when necessary. The Assistant Team Representative shall maintain a detailed Turnover Binder in order to maintain integrity of the position over time.

**C. TREASURER.** The Treasurer shall have primary custody of and maintain detailed records of the Stingrays bank account and all Stingrays related financial transactions, unless otherwise determined by the BOD. The Treasurer shall inform the BOD of total receipts, specific expenditures, and remaining balances at each regular meeting of the BOD. The Treasurer shall maintain a Reconciliation Detailed Report and a Profit and Loss Statement. The Treasurer shall be responsible for all payroll expenditures as scheduled by the current BOD. The Treasurer shall maintain all required tax records and ensure reports are submitted to appropriate government agencies in a timely manner. The Treasurer shall deposit all Stingrays funds, which the Treasurer receives, in such bank accounts as the BOD designates as soon as possible. The Treasurer shall pay out moneys as business may require upon the order of the BOD with proper vouchers to justify the expense. Expenses shall be paid by check only. Expenses will not be paid from cash on hand. The BOD may delegate any and all duties of the Treasurer. The outgoing Treasurer shall account to the incoming Treasurer for all financial books, records, and accounts within 60 days of the election of the new Treasurer. The Treasurer shall submit a written report of the account balances at the regular BOD meetings, including receipts and expenditures since the last report. Stingrays' funds cannot be obligated nor payments made from the Stingrays account unless approved by the Stingrays BOD in advance; either by approval of the annual budget or via special vote for non-budgeted, emerging requirements. The Treasurer shall maintain a detailed Stingrays Treasurer's Turnover Binder consisting of the reports mentioned above and any additional information as deemed appropriate by the Treasurer and or BOD in order to maintain integrity of the position over time. The Treasurer will also serve as the Registered Agent for the LRR Stingrays Swim Team. After the election of the Treasurer, the Treasurer if different from the proceeding year shall notify the Virginia State Corporation Commission that they are now serving as the Registered Agent. Prior to the notification, the past Treasurer shall continue to serve as the Registered Agent.

**D. SECRETARY.** The Secretary shall make and keep minutes of all meetings of the BOD and the general membership using an approved standardized format and the following process. A draft of the minutes shall be distributed to the Stingrays BOD within one week of the meeting. The BOD shall review these minutes in advance of the next meeting. During the ensuing meeting, the previous meetings minutes will be adjusted as required and approved by majority vote. The approved minutes will then be distributed to the Stingrays BOD within one week of approval and shall be available to any member of the community in good standing in the swim team binder at the HOA. The Secretary shall maintain a comprehensive record of all documentation generated by the BOD or used by the BOD. The secretary shall maintain a detailed Stingrays Secretary Turnover Binder in order to maintain integrity of the position over time. The Secretary shall perform other duties as delegated by the BOD or the Team Representative.

**E. TABLE WORKERS DIRECTOR.** The Table Workers Director prepares, maintains, and disseminates all official competition records of the team, prepares supplies for NVSL meet table workers, and recruits and trains meet table workers.. The Table Workers Director is also responsible for organizing ribbons and supplies for each meet. The Table Workers Director shall maintain a detailed Stingrays Turnover Binder in order to maintain integrity of the position over time.

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**F. CONCESSIONS DIRECTOR.** The Concessions Director oversees concession operations at all home meets and special events. The Concessions Director ensures that food and supplies are purchased, inventoried and displayed. The Concessions Director is accountable to the treasurer for money collected and spent and maintains records of food and supplies used. The Concessions Director shall maintain all necessary certifications, as required by Fairfax County. The Concessions Director shall maintain a detailed Stingrays Turnover Binder in order to maintain integrity of the position over time.

**G. OFFICIALS DIRECTOR.** The Officials Director coordinates officials for all swim meets and ensures that all officials are properly trained. The Officials Director also assigns a chief timer for each meet. The Officials Director shall maintain a detailed Stingrays Turnover Binder in order to maintain integrity of the position over time.

**H. REGISTRATION AND DATA DIRECTOR.** The Registration and Data Director is responsible for registration at the Spring Parents Meeting, compiling the registration information, and serving as the contact person for late registration. The Registration and Data Director shall also maintain a list of all participating Stingrays members with name, address, telephone number, email address (if any), and names and ages of swimmers. The Registration and Data Director is also responsible for maintaining all recorded times. The Registration and Data Director shall maintain a detailed Stingrays Turnover Binder in order to maintain integrity of the position over time.

**I. VOLUNTEER DIRECTOR.** The Volunteer Director is responsible for recruiting all volunteers for every special event and team activity. The Volunteer Director recruits special events coordinators, is accountable to the treasurer for money collected and spent, and keeps a file of special events activities. The Volunteer Director shall maintain a detailed Stingrays Turnover Binder in order to maintain integrity of the position over time.

### BOD Election Cycle:

The LRR Stingrays Swim Team By-laws, approved 12 January 2009, specify nine (9) positions on the Board of Directors (BOD) as follows: Team Representative, Assistant Team Representative, Treasurer, Recording Secretary, Table Workers Director, Concessions Director, Officials Director, Registration and Data Entry Director, Volunteer Director. In accordance with the By-Laws all nine (9) of these positions that were initially filled last year during the 2008 election will become open for the upcoming 2009 election. Per the By-Laws, five (5) of those positions elected this year serve a two-year term, and the remaining four (4) positions will serve a one-year term. The BOD election cycle will reach steady state during the 2010 election when those positions serving a one-year term after the upcoming 2009 election will open for election to a two-year term in 2010. This process is summarized in the following table:

Stingrays BOD Election Cycle								
Election Year	Last Year	Transition	Steady State ...					
	2008	2009	2010	2011	2012	2013	2014	
Term of Service	1 Year	2 Years 1 Year	2 Years	2 Years	2 Years	2 Years	2 Years	...
BOD Positions Elected This Election Year	Assistant Team Representative	Assistant Team Representative		Assistant Team Representative		Assistant Team Representative		...
	Team Representative	Team Representative	Team Representative		Team Representative		Team Representative	
	Data Coordinator	Data Coordinator		Data Coordinator		Data Coordinator		...
	Treasurer	Treasurer	Treasurer		Treasurer		Treasurer	
	Secretary	Secretary		Secretary		Secretary		...
	Officials Director	Officials Director	Officials Director		Officials Director		Officials Director	
	Volunteers Director	Volunteers Director		Volunteers Director		Volunteers Director		...
	Concessions	Concessions	Concessions		Concessions		Concessions	
	Table Workers Coordinator	Table Workers Coordinator		Table Workers Coordinator		Table Workers Coordinator		...