

<i>Position</i>	<i>Description</i>
<i>Executive Board</i>	
President	The President shall preside at all meetings of the Board of Directors and shall perform such duties as may be prescribed by these By-Laws. The President shall be the LRA interface and shall coordinate the work of all committees and appoint the Nominating Committee and be the primary BOD interface to the Head Coach. The President will only vote to break a tie. The President shall review and submit for update and maintain the Standard Operations Procedures Manual (Handbook) to the Executive Board Members. The President shall maintain a detailed RWB President Turnover Binder in order to maintain integrity of the position over time.
Vice President	The Vice President shall act as primary aide to the President and shall perform the duties of the President in the absence or disability of the President. Predominate duties include nominations coordinator and filling unfilled Standing Committee leader and subcommittee positions. The VP shall maintain VP Turnover Binder in order to maintain integrity of position over time.
Secretary	The Secretary shall record and preserve the minutes at all meetings of the Board and RWB Swim Team and disburse draft of minutes 1 week prior to subsequent meetings. Also make adjustments to minutes as approved by BOD at next meeting and distribute to BOD and website for general membership. The Secretary shall maintain current copy of By-Laws and lead review of By-Laws and By-Law committee every 3 years. The Secretary is responsible for all correspondence and formal communications. The Secretary maintains Annual

	<p>Noise Waiver with PWC and Parliamentary procedures according to Roberts Rules of Order and will maintain Secretary Turnover Binder in order to provide integrity of position over time.</p>
<p>Treasurer</p>	<p>The Treasurer shall have custody of all funds of the swim team, shall keep a full and accurate account of receipts and disbursements and shall make disbursements in accordance with LRA and Board approval. A budget draft shall be prepared prior to the swim season for review and approval by the Board of Directors. The Treasurer shall present a financial statement at each regular meeting. If the Treasurer is unable to attend a meeting, the financial statement should be provided in advance to the President. The Treasurer shall account to incoming treasurer all financial record within 30 days of elections of new treasurer and maintain detailed Treasurer Turnover Binder in order to maintain integrity of position over time. *All checks over \$2,000.00 must signed by 2 of 3 executive board members (The Treasurer and either the President or Vice-President)</p>
<p>League Representative</p>	<p>The League Representative shall be the RWB Swim Team Representative to the Prince William Swim League (PWSL) and shall attend all PWSL meetings and advise BOD as to the agenda items discussed and any votes taken. The League Rep shall distribute to Board minutes from PWSL meetings and bring forward issues of concern of RWB to PWSL and maintain detailed League Rep Turnover Binder in order to maintain integrity of positions over time. The League Rep will also each season certify all officials are qualified to officiate at league meets.</p>

Standing Committee Leaders

Clerk of Course	<p>Available at meets and oversees the following:</p> <ul style="list-style-type: none"> • Clerk of Course seeds swimmers into appropriate lane and heat according to personal best times • Organizes swimmers on deck accordingly with deck cards and brings swimmers to assigned lane at start of event • Divisional Coordinator • Responsible to coordinate Divisional meet between host and visiting teams • Maintain Clerk of Course Turnover Binder in order to maintain integrity of positions over time
Computer Support (Records/Swimmer stats)	<ul style="list-style-type: none"> • Responsible for operations of computer systems at all home meets for electronic meet entries event card and meet results and communications with PWSL for exchange of data in preparation for league meets and league championships • Coordinate with Scoring who verify swimmer official times after receiving cards from/Runners • Print official times for ribbon labels at meets and coordinate with Ribbon Coordinator to distribute • Determine end of year High Point and Age Group winners for award ceremony • Maintain Computer Support Turnover Binder in order to maintain integrity of positions over time
Concessions	<ul style="list-style-type: none"> • Responsible for operation of food and drink concessions at home meets and purchase of food and equipment

	<p>necessary.</p> <ul style="list-style-type: none"> • Sell items in manner designed to improve financial stability and overall operations of RWB. • Work with volunteers/committee to purchase, set up, sell, and cleanup all concessions • Maintain Concession Turnover Binder in order to maintain integrity of positions over time
<p>Equipment (Setup/Cleanup Pool/Cleanup Grounds)</p>	<ul style="list-style-type: none"> • Responsible for management and maintenance of team equipment and purchase and installation as deemed necessary by BOD • Responsible for organizing set up, tear down, and cleanup committees for meets • Maintain Equipment Turnover Binder in order to maintain integrity of positions over time.
<p>Fundraising</p>	<ul style="list-style-type: none"> • Shall actively recruit financial sponsors for RWB and is in charge of all fundraising activities • Shall provide records of all money and give to treasurer for deposit and report to BOD at meetings • Maintain Fundraising Turnover Binder
<p>Media/Publicity (Newsletters/Team Pics/Web Coordinator)</p>	<ul style="list-style-type: none"> • Oversee publicity of information pertaining to publicity of team newsletters/team pics/web coordination and other media as deemed necessary by BOD • Maintain records of all newsletters, advertising, websites and other media

	utilized by team
Meet Manager (Volunteer Coordinator/Announcer/ Marshalls)	<ul style="list-style-type: none"> Responsible for maintaining list of all volunteers participating at home and away meets and attending meets to provide lists to volunteers(Volunteer Coordinator)
Officials (Referee/Stroke and Turn/Starter) Head Official as Referee must be trained at league sponsored workshop	<ul style="list-style-type: none"> Maintain Head Official Turnover Binder in order to maintain integrity of positions over time Makes all decisions not specifically covered by swimming rules Supervises all other meet officials Assures all equipment is operational and safe prior to meet Calls all swimmers to start without delay Approves all disqualifications/sees that all competition is conducted according to rules Stops or suspends competition whenever natural elements require Meets with all officials prior to meet to give instructions Oversees Stroke and Turn and Starter (other officials)
Recognitions:	<p>Oversees the following:</p> <ul style="list-style-type: none"> Ribbons <ul style="list-style-type: none"> Maintain inventory of ribbons an order with BOD approval as necessary Oversee Ribbon committee volunteers to place official times from Computer Support on ribbons at meets Organize ribbons for distribution by Monday Attend Cyber Meet following Divisional Meet to complete ribbon labeling

	<ul style="list-style-type: none"> • Trophies <ul style="list-style-type: none"> ○ Obtain roster of swimmers to receive trophies per BOD approval ○ Purchase trophies and other recognitions per BOD and Head Coach approval within budget ○ Distribute awards/trophies at annual event and contact those not present to receive awards for later distribution ○ Maintain list of top awards/record breakers annually given in Trophy Binder
Registration	<ul style="list-style-type: none"> • Responsible to register, validate and maintain the status of each swimmer on RWB Swim Team • Coordinate with Media Standing Committee Leader information pertaining to publicity of team newsletters/team pictures/web coordination and other local media • Maintain Registration Turnover Binder in order to maintain integrity of positions over time
Scoring (Scoring/Runners/Results)	<ul style="list-style-type: none"> • Coordinate scoring volunteers who verify swimmer official times after receiving cards from Runners
Social (Parties/Award Banquet/Spirit)	<ul style="list-style-type: none"> • Oversees all social events/age group parties/banquets/awards parties along with advertising said events and coordinates with trophies for end of years awards • works within budgeted amount per BOD approval • Maintain Social Turnover Binder in order to maintain integrity of positions over time
Team Apparel	<ul style="list-style-type: none"> • Responsible for coordinating all sales of team uniforms and spirit wear with Head Coach

	<p>and BOD approval of all new designs.</p> <ul style="list-style-type: none"> • Purchase items within budget approved by BOD and report at meetings sales/losses. • Maintain Apparel binder in order to maintain integrity of positions over time
Team Manager	<ul style="list-style-type: none"> • Attend all age group practices every day to open gates and shed 15 minutes prior to team arrival and be available to answer questions and handle issues as needed • Responsible for maintaining meet book at practices, file box, shed, lost and found items, emergency contact numbers of swimmers • Maintain Barracuda phone line for cancellations and updates • Post and take down information at pool including announcements, meet entries, meet results • Responsible for providing at practices lists of all volunteers participating at home and away meets and attending meets by coordinating with Volunteer Coordinator • Help as needed for Picture Day, Special Events • Assist BOD, Coaching Staff and Barracuda swimmers as needed • Maintain Team Manager Turnover Binder in order to maintain integrity of positions over time
Timer (Timers/Recorders)	<ul style="list-style-type: none"> • Head Timer Meets with all timers and recorders prior to meet to give instructions • Responsible for organizing timers and recorders at home and away meets. • Provides stopwatch time for each race/event as a backup for timers • Maintain Timer Turnover Binder in order to maintain integrity of positions over time