

Victory Lakes Swim Club Board of Directors

The BOD shall include the following officers: President, Vice President, Prince William Swim League Representative, Treasurer, Secretary, Social Chair, Concessions Chair and Team Manager. See job descriptions below. These positions are elected on an annual basis.

The slate is presented in the newsletter prior to the Annual Meeting held at the Banquet. Election will take place during the Annual Meeting. For more information ask any current Board member or review our bylaws online.

Section 4. Board of Director Positions

1. President. The president will serve as the chief member of the BOD. In recess of the BOD shall have general control and management of the VLSCI business and affairs, except that any powers not specifically reserved to the President may be delegated to the BOD. The President shall act as the intermediary between and among the general membership, the BOD, the HOA, and the coaches for the purpose of handling and resolving problems, complaints, etc. The President shall preside at all meetings of the BOD and the general membership. A vote on the motion by the President shall be limited to a tiebreaking vote. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term. Candidates for VLSCI President should have previous swim team board experience (i.e.: other summer, club, or high school league).

2. Vice-President. The Vice-President shall act in lieu of the President in the event the President is incapable of acting by reason of death, illness, resignation, or absence. The Vice-President shall act as meeting Parliamentarian in order to ensure proper order is maintained. Robert's Rules of Order shall be used as a guide when executing these duties. The Vice-President shall be responsible for general oversight of all committees, unless the BOD assigns oversight of a specific committee otherwise. The Vice-President shall coordinate and integrate changes to the VLSCI bylaws as necessary. The Vice-President shall perform other duties as delegated by the BOD or the President. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term.

3. Treasurer. The Treasurer shall have custody of and keep the account of all money and funds of the VLSCI, and shall render statements to the BOD as required. The Treasurer shall inform the BOD of total receipts, specific expenditures, and remaining balances at each regular board meeting of the BOD. The Treasurer shall ensure that signature of the Treasurer and one other officer are on checks over \$300.00 issued on behalf of VLSCI. The Treasurer shall deposit all funds of the VLSCI which the Treasurer receives in such bank accounts within 24 hours. The Treasurer shall pay out monies as business may require upon the order of the BOD with proper vouchers to justify expense. Expenses shall be paid by check or debit card only. Expenses will not be paid

by cash on hand. The Executive BOD may assume any and all duties of the Treasurer. The outgoing Treasurer shall account to incoming Treasurers for all financial books, records, and accounts within forty (40) days of the election of the BOD. At semi-annual meetings of the general membership, the Treasurer shall submit a written report of the account balances at the previous meeting, receipts, and expenditures during the interim period, and resulting balances. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term.

4. Secretary. The Secretary shall make and keep minutes of all the meetings of the BOD and general membership. The minutes shall be available for review upon any reasonable request by a VLSCI member. The Secretary shall distribute copies of all meeting minutes to all appropriate persons, by email or otherwise. The Secretary shall be a part of PR/Communications Committee. The Secretary shall perform other duties as delegated by the BOD or the President. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term.

5. PWSL League Representative. The PWSL League Representative shall be the official representative of the VLSCI to the PWSL and shall have voting authority of the VLSCI at the meetings of the PWSL. The PWSL League Rep shall be responsible for attending all PWSL meetings and advising the VLSCI BOD as to the agenda items discussed, any votes taken, and the VLSCI position on said items. In the event that the League Rep is unable to attend a PWSL meeting they must contact the executive board so that arrangements can be made for another representative of VLSCI to attend said meeting. The PWSL Rep shall bear in mind that certain issues should be determined by the BOD and seek tabling of any vote by the PWSL when it appears circumstances warrant. The PWSL Rep shall perform duties conferred upon them by the PWSL and other duties as delegated by the BOD or President, including but not limited to: upholding PWSL bylaws and attending all meets.

6. Team Manager. The Team Manager shall ensure coaches have equipment to account for swimmers who will be absent, check in swimmers for relays as they arrive for meets, coordinate/advise coaches of swimmers who leave meets early or who do not show up for meets, maintain a current roster, assist the Vice-President in coordinating registration as needed, coordinate to ensure a BOD member is present at each practice, and act as liaison between BOD, coaches and families as necessary. He/She shall have oversight of the Set Up Committee, ensuring that the Set Up Committee is following appropriate procedures. He/She will be responsible for upkeep of the shed, condition and maintenance of equipment, inventory of equipment and to make recommendations to the board as to any immediate and future needs regarding equipment repair or purchase. He/She shall also be permitted to remediate any issue that may arise on deck without altering team policy or procedure.

7. Concession Chairperson. Shall be responsible for the operation of concessions at home swim meets. He/She may also be responsible for participation in other VLSCI sponsored events. The Chairperson shall be responsible for submitting a purchase plan at least 72 hours prior to each planned event. Upon approval of the BOD, they may

purchase supplies detailed in said plan. The committee is further responsible for inventory of product after each event; such inventory should be included on each purchase plan.

8. Social Chairperson. Shall organize social functions to enhance the morale and community spirit of VLSCI, and the community as a whole. He/She shall also be responsible for organizing pep rallies, "Bite Nights", the swim buddy program, Swimmer of the Week" rewards (in coordination with coaching staff) and an annual end-of-season awards banquet. He/She shall also participate in the PR/Communications Committee.