

The Quakertown Summer Swim Team Board – Roles and Responsibilities

The QSST Board meets regularly during the off-season with evening meetings October through November and January through May. At the discretion of the board members, timing of the meetings may change based on agenda topics to cover. Once the season begins the board meets regularly at practices and after home meets. Members of the QSST Board are required to attend monthly board meetings. No more than four meetings can be missed during any season. If this requirement is not met OR job duties are not completed as required, board members will be asked to resign their position and another member of the team will complete the remainder of their term. If a board position has been relinquished, that board member may be required to submit a volunteer commitment check and perform volunteer duties that season. This decision will be left to the discretion of the remaining board members.

Board members serve in their position for at least 2 years. All members of the team, excluding board members, pay for swimmer registration. All members of the team, including board members, must pay for Quakertown pool usage fees (unless already members of the pool for that season). Members of the QSST Board are not required to submit a volunteer commitment check each season, as they have already completed more than the required volunteer commitment. However, board members are required to participate in the snack stand drink requirements.

Board positions are open to all members of the team that are in good standing. Good standing is defined as: no parent code of conduct issues or registration payment issues within the past two seasons.

The QSST Board has the yearly responsibility to perform the following:

- **Review previous season issues and make updates as required**
- **Hire coaches and set salaries**
- **Review registration fees, volunteer commitment requirements, parent handbook, and code of conduct**
- **Set budget for the year and be responsible for that budget including purchasing of new equipment as needed**
- **Choose a team suit each season**
- **Choose a team gift for each season**
- **Develop season goals and timelines for key team events**
- **Make sure that there is adequate volunteer staffing for both home and away meets and, if not, step in to volunteer as needed.**
- **Coordinate Team Fundraisers**

The QSST Board is compromised of the following five positions each of which has equal voting power. Duties are performed in both the off-season and during season.

Responsibilities include:

1. President

- **Serve as primary liaison to the Borough of Quakertown and Quakertown Pool staff along with the head coach**
- **Inform Borough of dates for first outdoor practices, home meets (rain dates), and Splash Party**
- **Attend Spring (May) and Fall (August) Suburban Swim League meetings along with QSST head coach**
- **Serve as primary liaison to QSST coaching staff**
- **Set Board meeting agendas**
- **Coordinate QSST Dolphin Scholarship application with Board approval for winner**
- **Coordinate new parent information meeting at the beginning of the season**
- **Coordinate team apparel order with vendor chosen by board; distribute if needed**
- **Coordinate and lead committees when hosting Champs or Silver Champs**

2. Vice President

- **Fill in for President as needed**
- **Setup Team Picture Date (and rain date) with photographer**
 - **Coordinate getting team photo to Host team for Champs booklet**
- **Coordinate with Pennridge for purchase of pool time. Work with Treasurer on payment.**
- **Hire lifeguards for home meets and for Splash party**
- **Coordinate purchasing and delivering of Senior Gifts for Senior night**
- **Coordinate year-end Splash Party**

3. Secretary –

- **Prepare monthly board meeting minutes and post to Team Unify**
- **Coordinate all registration documents**
- **Prepare team contact list**
- **Setup team swim suit order with D&J**
- **Update swimmers folders after registration is complete**

- Upload Meet results to Team Unify and send score to League after each meet
- Maintain website
- Update and maintain pool and team records

4. Treasurer –

- Prepare and present year-end budget report at October Board meeting
- Present budget update at each board meeting
- Approve QNB Bank Statements and make necessary bank deposits as needed
- Follow published timeline for payment of May pool rental, Borough pool usage fees, team insurance, league dues, coaches salaries, etc....
- Tally Concession stand money at the end of each meet
- Place/Coordinate Ribbon and trophy order based on Awards Committee Head recommendation
- Coordinate purchase of VISA gift cards for end of season awards and purchase of Senior gift based on board recommendation

5. Member at Large–

- Review previous season's volunteer issues and make recommendations
- Serve as primary liaison for coordination of Concession stand and Party Committees (aka: ice cream social)
- Prepare food and drink donation list with snack stand coordinator for posting by webmaster
- Coordinate volunteer check in – home and away meets
- Assist treasurer with validating and returning volunteer commitment checks at end of season in timely manner

The following Committee Leaders are also required each season.

- **Head Scorer** (counts for full volunteer commitment for season)
- **Ice Cream Social** (counts as 2 volunteer commitments for season)
- **Standstand** (counts for full volunteer commitment for season)