

## SEA OTTERS BOARD POSITIONS

### **\*CHAIR (aka: PRESIDENT)**

The President has general supervision of the Board of Directors (BOD), runs and manages all BOD meetings, initiates relationships and details related to Coaching staff, manages team communication - including general email communications, season NewSplashes and Champs. The President is the liaison, along with the VP, for the team at League meetings, and votes on the team's behalf to items related to League bylaws, League meets and decisions impacting swimmers. The President is the liaison with the Rancho Board, always working to foster a positive, mutually beneficial relationship in order to preserve the wellness and balance of the team. The President is the coordinator and facilitator of all decisions related to the team, in collaboration with the BOD, and is the voice of the team. The President oversees the Executive Board, and oversees the New Member Liaison, Registration, Tech Team and Volunteer leads. In order to be successful in this role, one should be organized, open-minded, a solid communicator, a delegator, and a good multi-tasker.

**\*VICE PRESIDENT:** Supports the President and assumes responsibilities in their absence. Assists with special projects and club initiatives. Helps oversee committees and special events. May be responsible for risk management and club safety policies. The Vice President is a member of the Executive Board and oversees the Activities, Equipment and Team Spirit leads.

### **\*SECRETARY:**

The Secretary attends the board meetings and takes notes to create the Minutes as required by the By-Laws; advises the other Members of the Board of the provisions of the By-Laws and in general performs all duties incident to the office of Secretary and any other duties as from time to time assigned by the President (e.g. program orders for Champs, "Good Luck Otters" and "Meet The Otters" pages.) The Secretary keeps permanent records of the Minutes and other important documents. The Secretary also coordinates and manages the Rancho staff during home swim meets – explaining duties to staff and overseeing its execution and takes records of start/end of shift times for payroll purposes. The Secretary is a member of the Executive Board and oversees the Awards, Historian and Web & Social Media leads.

### **\*TREASURER**

The primary function of the Treasurer is acting as the Bookkeeper, managing income and expenses for the swim team. You will make payments and reimbursements as well as bank deposits. We use QuickBooks software to record transactions, which help you report back to the Board how we are tracking expenses, etc., to each account within the budget. The Board as a whole owns the budget and each board member is responsible for their area in the budget, but the Treasurer manages the overall view - tracking and reporting. You also manage the Square account for credit card payments, file taxes with the I.R.S. annually, and re-register with the State bi-annually. As Treasurer, you are part of key decisions shaping the operations of the swim team. The Treasurer is a member of the Executive Board and oversees the Fundraising, Merchandise and Snack Shack leads.

### **ACTIVITIES:**

This role involves planning and coordinating team events that occur outside of swim meets. For example: Secret Sea Otters, Big/Little Activities, P'Otter Luck Dinner, Cardboard Boat Regatta, Otter Scavenger Hunt, Pancake Breakfast. In addition, this role will coordinate offsite team activities. This role will liaise with the Spirit lead.

**\*denotes Executive Board**

### **AWARDS**

Responsibilities include: ordering, organizing, and storing all ribbons for home dual meets; manage the labeling, sorting, and distribution of ribbons on the day of home meets; select, order, store, and distribute end-of-season trophies, medals, clocks, and engraving plates for Awards Night; set up tables, table cloths, and all awards for Awards Night including envelopes of all unclaimed ribbons from the season; facilitate any necessary corrections and/or pick-up of any unclaimed awards post-Awards Night.

### **EQUIPMENT**

Requires attendance at home meets. Coordinates all pool-centric equipment and activities at home meets including Time Trials - aka Donut Meet. Coordinate volunteers in setting up timing chairs, pop up tents and equipment, tables for judges, ribbons or flags around blocked off areas, ensure false start rope is in place, check with announcer, scorekeeper, clerk of the course, and coaches, etc. to ensure all running smoothly. Arrives 1-2 hours prior to meet and stay throughout the event. Responsible for ordering new equipment. Works with the Coaches and Board to recommend equipment and ensures all necessary equipment items are working, ordering and on-hand throughout the season. Responsible for coordinating and delivering any equipment Champs-related asks from Champ's host team (ie, pop-ups, stop watches, etc).

### **FUNDRAISING**

The Fundraising Chair runs several fundraising campaigns each season. This is a great volunteer opportunity for parents that are ready to give back to the team and have time in the early spring to set up fun fundraisers for the swim season. We always have time to see our swimmers swim and find this position very manageable. We've done bake sales, parking spot raffle, large merch/themed/excursion basket raffles, restaurant nights, Sportsplex Skate Night, Jamba Juice and Kona Ice. You can easily tailor this position if you have ideas of your own!

### **HISTORIAN**

Responsible for maintaining a record of the team times and updating the record board.

### **MERCHANDISE COORDINATOR**

Merchandise is responsible for team suit selection and cap ordering. They contact and coordinate with the suit company on suit design, samples, help with sizing date, and set time line for orders and delivery. They also provide team merchandise for swimmers and families by taking and fulfilling orders for team merchandise (sweatshirts, t-shirts, misc.), offer a purchase and/or order day (usually on same day as suit ordering), re-stock items when running low or have orders pending and store additional merchandise during and in the off season. For each home meet, they are responsible for setting up, displaying and selling Sea Otter merchandise.

### **NEW OTTER LIAISON**

The New Otter Liaison is responsible for welcoming new families to the swim team and being there for them when needed to answer any questions they may have. It is also the responsibility of the liaison to make sure all new families know what to expect at a swim meet and at Champs. Attendance at Board meetings is an expectation, as is working with the President to set up times to meet with the new families. It would be helpful to have some background on how the team and the league work, as well as what it is like to attend Dual Meets and Champs.

### **REGISTRATION / MEMBERSHIP**

Responsible for scheduling the registration meeting, preparing forms, collecting registration payment, and ensuring all swimmers are eligible for team membership. Membership keeps and maintains records of team registrations and a current mailing list of all families. Membership coordinator also assembles information for medical history and emergency contact binders.

### **SNACK SHACK**

You will be responsible for shopping @ Costco, Smart N Final, and Trader Joe's. You will have access to put the dry goods in the Sea Otters closet and the refrigerated items are usually put in the Cabana fridge about 2 days prior to the meet. There is a binder that is passed down with the shopping lists and details. The menu usually stays the same and is printed to hang up at the meets. If you work full-time, I would advise sharing this position with a friend.

Duties include:

1. Responsible for 2-3 home meets a season for shopping / set-up/ clean-up/ managing and delegating in the snack shack.
2. Donut Meet: Getting donuts
3. Awards Night: Buy cake, Otter Pops, plates/forks/napkins
4. Friday night meet prep for Saturday home meets

### **SPIRIT LEAD**

The Spirit lead is responsible for fostering a fun, inclusive, and motivating team environment. Their role is to boost morale, encourage team unity, and create an engaging experience for swimmers, parents, and coaches. They will focus on team bonding and moral boosting activities, swim meet and event spirit coordination (e.g. team cheers and chants for meets, set up banners, posters, promote team pride, car decorating for away meets, etc.). They will also organize team picture day, the P'Otter Luck dinner and rally, the Annual Rancho Service Project, Spirit Week. Senior Program and coordinate the CHAMPS parade. This role will liaise with the Activities lead.

### **TECHNICAL RECORDS**

A Sea Otter computer tech is responsible for managing the athlete database, setting up meets in the team computer, running meet sign-up and check-in, managing the flow of the meet, and processing the times on the day of the meet via Meet Mobile and our Meet Manager software. It is a great opportunity to chart athlete accomplishments and growth, help coach develop athletes and strategize a meet based on data. For Champs, this position is responsible for sending our meet entries files to the host team, and if we are the host team, this position consolidates all of the team meet entry files and works with the Hytek position to ensure the meet program and meet entries are correct and delivered on-time. This position is exciting, nuanced, and fulfills all your obligations for volunteering—even for away meets.

### **VOLUNTEERS**

Responsible for coordinating volunteers to fill positions during meets and other swim activities and keep track of volunteer hours.

### **WEBMASTER & SOCIAL MEDIA**

Responsible for managing the team website and social media accounts, adding and removing content as necessary. Be familiar with Teamunify's back office to support other board member's content online. Manage GoDaddy account for stseaotters.com domain name. Help Chair with digital communication, including posting team NEWSPLASH, updating the NEWS section, ensuring Coaches & Board pages are updated. Help with digital archiving of Team photos and documents. Help Board members with team gmail aliases. Update TU calendar with all practice dates & times, team events and other important dates that come up.