

President

The President is responsible for the general direction of the Team's property, business, and affairs. He or she presides as Chairman, when present, at all meetings of the members and the Board. He or she shall have general power to execute contracts in the name of the Team. The President will work directly with the Coaches Liaison to represent those matters to the Board.

Job responsibilities include, but are not limited to:

- Serve as the Chief Executive Officer of the team.
- Ensure appropriate communication and flow of information among the members of the team and the Board.
- Effectively run all meetings of the HOX Board, ensuring communication is effective and required decisions are made in a timely manner.
- Appoint a Board Member to serve as Chairman in any absence of the President.
- Work closely with the Aquatics Director and Head Coach to ensure alignment on the strategy and priorities for the team.
- When necessary, work with Coaches Liaison and Aquatics Director and Head Coach to resolve issues related to parents, swimmers, or coaches.
- Work closely with the President of Blackhawk Country Club to ensure alignment between the Club and the Team.
- As required, work with the President of the Blackhawk Country Club and the Board to recruit, hire, and train the Aquatics Director and Head Coach.
- As needed, assist the Aquatics Director and Head Coach with recruiting, interviewing, and hiring of assistant coaches for the team.
- Develop and recommend policies, procedures, practices and programs that further the interests of the team.
- Organize and run the annual swim family meeting, ahead of Time Trials.
- Solicit feedback from members to ensure understanding and continued improvement.
- Serve as director ex officio – if not then serving as an elected director – for the year following the expiration of his or her term as President.

Secretary

The Secretary assists the Board with organization and administration. He or she is responsible for attending all meetings of the Board and keeping an accurate, written record of all proceedings. He or she works closely with the President to ensure the flow of communication and the accuracy of information to the Board and the Team. The Secretary will work directly with the New Families Chair/Committee and Mini-HOX Chair/Committee to represent those matters to the Board.

Additional job responsibilities include, but are not limited to:

- Working with the Board, prepare and publish an official Agenda ahead of each, regularly scheduled, Board Meeting.
- Take minutes at all meetings of the Board. Minutes must include who attended, matters discussed, and decisions made.
- Publish minutes to Board Members to ensure accuracy and ensure a vote is taken to have the minutes officially approved.
- As needed, updates the Team's Bylaws and edit Board Job Descriptions as necessary.
- Ensure adherence by the Board to the published Bylaws.
- Prepare and maintain an up-to-date list of all Board Members and their contact information.
- Prepare and publish a calendar for the Board that includes the following dates: Board Meetings, Swim Meets, Social Events, Spring Clinics, Mini HOX and other notable calendar items.
- Serve as the main point of contact for emails to the HOX Summer Swim Team Summer Swim Team emails include weekly emails, Invitational emails, Meet Programs, Social Event emails and more.
- Arrange the Board's Annual Retreat, generally held in September.
- Assist with answering inquiries to the Team from the HOX website.

Treasurer

The Treasurer is responsible for the care and custody of all moneys, funds and securities of the Team and shall deposit or cause to be deposited all funds of the Team. He or she is responsible for establishing and managing the HOX Swim Team annual budget and all associated revenue and expenses. Additional job responsibilities include, but are not limited to:

- Submit a working budget by the time of the Board's Annual Retreat. The budget shall be approved by the Board as soon as practical.
- Maintain an accurate account of the Team's financial position.
- Maintain a working capital reserve from year-to-year at an amount established by the Board.
- Recommend to the Board improvements and changes that improve the financial health of the Team.
- When practical, work with Board members to select vendors and negotiate contracts that are in the best interest of the Team.
- Reimburse or pay Board members, coaches, vendors and others for approved expenses included within the working budget.
- Establish and document appropriate controls for the settling of expenses incurred by the Team or the Board.

- Ensure Bylaws are updated as controls are established or changed.
- Works closely with the Board and Registrar, Head Coach, and BCC Member Services and Financial Services to bill BCC Member accounts accurately each month or as needed and revenue and expenses are captured timely.
- Endorse for deposit or collection all checks, drafts, notes, bills of exchange or other commercial paper payable to the Team, and give proper receipts or discharges therefore as provided for by the Board. At least monthly, or whenever required to do so by the Board or the President, submit a report of the Team's financial condition to the Board. The report shall:
 - Include a list of all cash receipts and disbursements processed during the period and a reconciliation to the bank account statements.
 - Highlight the performance to budget for each budget line item.
 - Bring concerns about performance to budget to the attention of the Board as soon as known.
- Support the HOX Scholarship Committee efforts to identify recipients and amounts and keep such records for the Team.

Director of Marketing, Events and Traditions

The Director of Marketing, Events and Traditions shall attend all meetings of the Board. He or she is highly creative and adaptive and has a deep understanding of the values and history of the HOX Swim Team. He or she is responsible for the public face of the HOX Swim Team and for overseeing the implementation and use of the annual theme for the HOX Summer Swim season. He or she may support the creation of the graphics that support the theme or may support the manage a third-party to do so. The Director must also approve all uses of the theme, including on posters, the website, apparel, and team suits, support the creation and hosting of internal swim team events that are fun, organized, successful, and cost effective.

The Director of Marketing, Events and Traditions will work directly with the Marketing and Spirit Chairs/Committee and the Events and Traditions Chairs/Committee to represent those matters to the Board.

Additional job responsibilities include the management of the Marketing and Spirit Chairs/Committee and the Events and Traditions Chairs/Committee in their execution of the following:

- Create or oversee creation of the annual theme for the HOX Summer swim season.
- Provide graphic/creative support to the HOX Board apparel team.
- Oversee the News Board at the HOX Pool throughout the summer.

- Provide graphic/flyer support as able in support of key HOX fundraising and social events.
- Maintain Team Facebook and other social media accounts.
- Provide photos/graphics to Webmaster throughout the year.
- Provide theme support for VSA League Meet and County Meet (self-created or third-party management).
- Organize and run Team Registration Event.
- Organize and run Team Pep Rallies ahead of key meets, including Senior/Alumni night and Sprit night.
- Work with Secretary to organize and run "First Day of Summer Practice" photo session.
- Work with the Meet Director on pre and post events at Time Trials.
- Work with the Fundraising Chair to host a successful, fun, annual HOX Parent Party and Auction.
- Work with the Board President and Secretary on the annual New Parent/All Fins meeting.
- Plan and execute summer social events for moms, dads, and swimmers. These events include, but may not be limited to Mom's Night Out, Dad's Day event, Age Group Parties, Lip Sync, Hike to the Hawk, Pasts Feed, Post-VSA picnic and the Awards Banquet.
- Work with BCC Catering team to ensure all event orders are complete, on budget, and executed properly.

Director of Meets & VSA Rep

The Meet Director & VSA Rep serves as the main HOX representative to other teams and is the point of contact for information and questions about the HOX Team. This Director liaises with other teams as requested by the HOX Board to arrange dual meets and the Championship meet of the VSA League. This role is recommended for any member who has served on the board as a Chair or Director given its required liaison to all other teams and representation on behalf of the Board of Directors. In the capacity of HOX Meet Director, at Home Meets he or she facilitates communication between the teams, sets up Timer, Stroke and Turn, Starter and Announcer items so they are ready to be used for the meet, and acts as the point of contact if any issues arise during the meet. He or she also serves as the lead for Time Trials and the HOX Last Chance. Meet, a significant fundraiser for the HOX team. Job responsibilities include, but are not limited to:

- Solicit feedback from the Board regarding preferred meets and optimal meet schedule.
- Reach out to teams identified as possible swim opponents and work to secure a meet on the desired date.
- Create and send Meet Letter to teams who will be swimming at the HOX facility. The Meet Letter includes details such as job

requirements, meet start time, warm-up times, number of events allowed per swimmer and more.

- Ensure receipt of Meet Letters from teams where HOX will be swimming at their facility. Review the Meet Letter to ensure accuracy and call out any concerns to the Head Coach and the HOX Board. Forward this information to others who might need the information.
- Ensure receipt of invitations to the HOX preferred Invitational Meets. Communicate any necessary Invitational Meet details to attendees and coaches. Complete and send any forms needed to participate in the invitational and work with the Team's Treasurer to ensure payment is made and billing is completed.
- Work with the Treasurer to ensure any payments due for Invitational Meets are sent by the due date and received by the hosting team.
- Ensure there is a plan for each Home Meet for the National Anthem, including who will sing or what version will be played and who will hold the flag.
- Responsible for collecting and vetting appropriate music to be played at all home meets. Purchased and uploaded music to be stored and shared for future use.
- Serve as point of contact for visiting teams for Home Meets. Before meets, contact the visiting team to determine coach meal needs and acquire meal tickets.
- At each Home Meet, manage the Meet Facilitators to arrange the following:
 - Arrive in advance of warm-ups and complete set-up for Timers, Stroke and Turn Starter and Referee, and Announcer.
 - Purchase water in advance of the meet and ensure there is a cooler stocked and full of water for volunteers filling jobs.
- Serve as the lead for Time Trials Meet and post-meet festivities. Organize and run "fun relays" for post-meet. Purchase Rafts in advance of the meet and make sure they are blown up before the meet starts.
- Serve as lead for the HOX Last Chance Meet and/or other fundraising meets, ensuring the meet is a success. Work with the necessary HOX Board members to complete all tasks.

In the capacity of VSA Representative, the Director shall attend all meetings of the members, the Board and VSA board. The VSA Representative shall be responsible for one VSA League Job and one VSA Championship meet job. This job may also include Computer and VSA Team Operations at the annual VSA League Championship Meet held once a year. The Director will advocate for the interests of the HOX Team to other VSA teams and the VSA League Board. He or she shall perform all such duties and services as shall be

assigned or required of him or her, from time to time, by the Board or the President. Job responsibilities include, but are not limited to:

- Attend monthly VSA League meetings, bringing key developments back to the Team's Board for review and discussion.
- Work closely with the Team's Head Coach and Aquatics Director to understand challenges and concerns that the VSA may need to address.
- Maintain expertise on VSA League rules, advocating for changes that are in the best interest of the Team.
- Develop league meet schedule with VSA Board, representing the Team's best interest in doing so.
- Bring proposed VSA League rule changes to the Team Board in a timely manner to ascertain the Team Board's point of view and accurately represent that POV to the VSA Board.
- Network with other VSA Representatives to promote positive change and outcomes within the VSA League.
- Serve as the Team's point person for the VSA League Meet, ensuring timely communication of the Meet Letter, rule changes, key information, and more.
- Provide operations management at the VSA League Championship Meet.
- Handle VSA Board job throughout year. This job rotates and includes one VSA League Job and one VSA Championship meet job:
 - League Job - Website/IT/Communications, Secretary, Rules, Records, Schedule, President, League Development & Survey, Treasurer
 - Championship Meet Job – Stroke and Turn, Vendor/hospitality/ Shirts, Clerk of the Course, Computers, Facilities, meet director & Announcer, Awards, Programs

Director of Swim Operations

The Director of Swim Operations shall attend all meetings of the members and Board. He or she shall perform all duties usually pertaining to the start and completion of a swim meet. The Director of Swim Operations will work directly with the Team Equipment Chair(s)/Committee and Meet Jobs Chair(s)/Committee to represent those matters to the Board. Job responsibilities include the oversight of these Chairs to execute on responsibilities including but not limited to the following:

- Responsible for overseeing and leading operations for equipment during all home meets
- Responsibility to ensure we have adequate inventory to run meets effectively for all swim meets

- Ensure proper set-up and take-down of all equipment during meets in partnership with volunteers for all home meets
- Responsible for creating/maintaining/distributing information for all aspects of running a successful meet related to facilities and equipment.
- Responsible for coordinating with the Director of Computers as needed to support successful operation of swim meets and events as needed

Director of Computers

The Director of Computers shall attend all meetings of the members and Board. He or she shall assist the coaches in the planning, completion and record keeping of each swim meet. He or she shall perform all the duties usually pertaining to the completion of a swim meet. He or she must have working knowledge of Meet Manger, Team Manager and CTS (Colorado Timing System). The Director of Computers will work directly with the Computers Chair(s) and Registrar & Webmaster to represent those matters to the Board.

Job responsibilities include, but are not limited to:

- Responsible for CTS Operations and Management at all Home Meets.
- Responsible for operations and management of Meet Manager for all Meets.
- Responsible for operations and management of Team Manager for all Meets.
- Work closely with established lead for teams against which we swim to complete required lineups ahead of all meets.
- Responsible for managing and maintaining team statistics including Pool and Team Records.
- Following all meets, provide meet information (results, awards, etc.) to the Head Coach and Aquatics Director, along with Board Members, as required.
- Work with the Meet Director to manage lineups, seeding, and computer operations for the HOX Last Chance Meet.
- Work closely with the Webmaster/Registrar on managing and maintain operations information on hoxswim.com
- Provide data support to the coaching team, as needed.