



BOARD/COMMITTEE MEMBER

The role of a general board/committee member is to provide support to the President, Vice President, Secretary, Treasurer, and other general board/committee members to ensure the club sets and meets its strategic goals and objectives. This role is one that fills the gaps in responsibilities to ensure the workload of the board/committee is not only manageable but is done timely and to a high quality.

TERM SPECIFICS

The Club Executive Board/Committee Member serves for one year.

Expected hours per month: 12-16 (This is a calculated average.)

ESSENTIAL SKILLS & REQUIREMENTS

To successfully undertake the role of Board/Committee member, it requires the person to:

- Dedicated club person
- Effective communicator
- Ability to provide pragmatic opinions in a group at committee meetings
- Willingness to take on responsibilities that support the Board/Committee and Club
- Ability and willingness to learn quickly
- Act in the best interest of the members at all times
- Actively participate and contribute to all board/committee meetings
- Undertake the role in good faith and honesty.
- Be a registered non-athlete member of USA Swimming
- Complete Athlete Protection Training
- Complete a background check through USA Swimming

Duties

- Be well informed of all club activities, especially those of all sub-committees
- Have a sound understanding of the club rules and by-laws, policies, and procedures as well as the duties of all officeholders
- Have an understanding of the legal and compliance obligations of running the club Contribute to the development, definition, and delivery of the club's activities, responsibilities, culture, and behaviors
- Contribute to the goals and objectives and documented strategies and implementation plans on how they will be achieved
- Identification and formulation of budgets and cash flow projections for the upcoming year
- Ensuring compliance and legislative obligations are met



Duties Continued

- Ensure the health and safety of all club members
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the president or general board/committee
- Undertake club portfolios specified by the President or Committee members
- Conduct full handover activities for incoming board/committee members for your tasks. As well as making yourself available for support and mentoring while the incoming board/committee member navigates their way through the first few months of their term.