

MSS Board Position Descriptions & Policies

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President

The president is the lead volunteer for the association. Their primary role is to preside over the board and work closely with the head coach to oversee the club, and ensure the club is following its mission and core values. The president leads the board by providing its members with a vision of what needs to be accomplished, goals for completing tasks and inspiration to encourage excellence out of each board member. A successful candidate in this role will work in conjunction with the board to oversee the Club's overall health and direction.

Core duties of the President include:

- Give active direction and have control of the business and affairs of the club
- Has authority to supervise agents and employees of the Club as deemed necessary and to delegate authority to them
- Provide direction on and assist the Board of Directors and head staff in the formulation of Club policies
- Appoint and determine compensation for Club employees
- Preside over board meetings
- Work with Operations Manager/Treasurer to set annual budget
- Write annual and seasonal contracts
- Execute contracts and other instruments with vendors and suppliers (e.g. pool space, Speedo, etc.)
- Assist with parent contacts and complaints
- Problem-solve club issues, calling upon the expertise of other board members and staff as necessary
- Delegate other duties as necessary within the scope of the association's Bylaws

Approximate time commitment for this role:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are currently held virtually
- Dependent on the time of year/season, additional time commitment varies widely between 3 and upward of 10 hours a month.

Desired qualifications/skills:

- Program or project management experience
- Supervisory experience helpful but not required
- Good problem-solver
- Open to change
- Good communication skills
- Diplomatic

Additional requirements:

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming

- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$400 season credit

Vice President

In the absence of the President, the Vice President performs the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

Core duties of the Vice President include:

- Runs board meetings as requested and in the board president's absence
- Oversees publicity of the Club
- Assists with board president duties
- Completes special duties as requested
- Problem-solve club issues, calling upon the expertise of other board members and staff as necessary
- Maintain team records, unless someone else wants to do it. I have continued to do this over the years.

Approximate time commitment for this role:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually
- Depending on duties anywhere between 12 hours a year. More if involved in other meetings.

Desired qualifications/skills:

- *Organized*
- *Able to offer assistance to the President*
- *Helpful*
- *Open to change*

Additional requirements:

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming
- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$200 season credit

Secretary

The Secretary supports the actions and activities of the Board in accordance with Club bylaws.

Core duties of the Secretary include:

- Schedules board meetings
- Takes attendance at board meetings
- Takes accurate meeting minutes
- Maintains board records
- Tracks board member terms
- Tracks board member contact information and annual confidentiality agreements
- Ensures that all notices are given in accordance with the Club's bylaws

Approximate time commitment for this role:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually

Desired qualifications/skills:

- *Familiarity with Google Docs*

Additional requirements:

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming
- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$200 season credit

Treasurer

This position is responsible for managing the financial operations of the club. This includes budget creation and implementation, monitoring cash flow and overall financial position, financial reporting to the board and membership and management of the club billing process and member accounts. The treasurer also works annually with a professional accountant to file business taxes and to ensure the accuracy of the club's finances.

Core duties of the Treasurer include:

- Document all business financial transactions in QuickBooks Online
- Manage the club billing process and reconcile incoming revenue payments in TeamUnify/SportsEngine and QuickBooks Online
- Administer bi-weekly payroll
- Deposit received funds and pay all outstanding bills and expenses
- Reconcile banking accounts monthly
- File and pay employment taxes monthly; process year-end employment tax filings and employee tax documentation
- Work closely with club President to create and implement annual budget
- Work closely with Registration Chair to create and manage season registrations throughout the year
- Maintain detailed documentation and files for all financial activity

Approximate time commitment for this role:

- 10-15 hours a week, for regular business and financial operations
- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually

Desired qualifications/skills:

- Knowledge of basic finance, accounting and budget principles
- Experience with various software suites, including Quickbooks Online, Team Unify, Google Workspace and Microsoft Word and Excel;
- Strong organizational skills regarding documentation and record-keeping;
- Detail-oriented and strong communication skills

Additional requirements:

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming
- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$200 season credit

Meet Director

The Meet Director is responsible for the planning and running of MSS-hosted swim meets. Swim meets are vital experiences for our swimmers and are our biggest fundraising opportunities. They must work closely with MSS coaches, board members, and other volunteers to ensure our swim meets are compliant with USA Swimming and Wisconsin Swimming rules/requirements and are best-possible experiences for swimmers, coaches, officials, and spectators.

Core duties of the Secretary include:

- Organizing and running MSS home swim meets
 - Preparing and filing meet documentation with Wisconsin Swimming
 - Creating and managing database files used for events, scoring, and results (Hy-Tek Meet Manager)
 - Person-in-charge during the meet
- Ensuring all aspects of our swim meets are ready and compliant with Wisconsin Swimming rules.
 - Events, entries, and awards
 - Officials
 - Concessions, hospitality
 - Pool and High School reservations and communications
 - Volunteer position training
 - Safety
 - Equipment and supplies

Approximate time commitment for this role:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually
- Work meet weekends:
 - November – weekend before Thanksgiving
 - Fri PM, Sat AM/PM, Sun AM/PM
 - June – weekend after Father's Day
 - Fri PM, Sat AM/PM
 - Other meets as planned
 - February co-hosted Regional Meet
 - Fri PM, Sat AM/PM, Sun AM/PM
 - Mini-Meets/Practice Meets (rarely held)
 - One evening
 - The Meet Director is expected to be at all meet sessions. You are responsible for the meet.
- Meet Planning/Preparation
 - 2-3 months before meet (4-8 hours)
 - Prepare meet database and meet documents
 - Other planning as needed
 - 1-2 months before meet

- Periodic planning meetings (1 hour each) with board members and head officials
- 3-4 weeks before meet
 - Enter and manage swimmers and events in database (8-12 hours)
 - Frequent communications with other clubs and officials
 - Weekly planning meetings (or as needed)
- Meet week
 - Prepare final meet paperwork for coaches, officials, etc. (4-8 hours)
 - Prepare supplies needed on-deck during the meet (2-4 hours)
- All of the above can be spread out based on your level of organization

Desired qualifications/skills:

- Strong organization skills
 - Basic project management skills a plus
- Strong communication skills
 - Electronic and in-person
- Drive to provide best possible experiences for swimmers, coaches, officials, and volunteers
- Positive attitude
- Computer skills
 - Microsoft Windows
 - Office applications (or Google equivalents)
 - Basic understanding of databases a plus
 - Basic PC and printer troubleshooting
 - Basic understanding of networks a plus
 - Ability to transport and lift supplies up to 30 pounds

Additional requirements:

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming
- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$300 season credit

Registration Chair

The MSS Registration Chair is responsible for helping facilitate and set up MSS registration and provides high-level explanations of the registration process and our program to MSS families and persons interested in our club. The Registration Chair works closely with the MSS Coaches, Board President and Operations Manager/Treasurer in the creation and facilitation of the registration process. MSS Registration is definitely a team sport!

Core duties of the Registration Chair include:

- Creating and posting information about MSS registration and swim groups to the MSS website
- Answering questions about MSS registration via email, phone or in person
- Helping new members set up, problem solve and purchase required USA Athlete Insurance, and help existing members renew their required USA Athlete Insurance. Following up, in multiple ways, until every member is registered.
- Forwarding any requests to join the team to Coach Sara.

Approximate time commitment:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually
- 1-hour planning meeting confirming program details with Coach Sara and/or Coach Nick for each registration (Fall/Winter and Spring/Summer)
- 6-8 hours organizing season info, updating group sizes in Team Unify, editing registration text, creating registration materials, sharing to the website and communicating with members.
- 30-40 hours of time to answer registration & USA Swimming Athlete insurance emails spread over a 6-week period near registration; additional but minimal hours throughout the rest of the season. The larger Fall/Winter registration requires more time than Spring/Summer.

Desired qualifications/skills:

The ideal candidate for this position is someone who:

- Has at least one year of experience as a Sharks parent; this allows them to draw on their own experience and knowledge to respond to questions or know to whom to direct questions
- Is comfortable communicating with a variety of people both verbally and via email
- Is well organized and responsive
- Has experience doing basic website updates or is willing to learn (this can be done as a team as well).

The board will reimburse any costs required for this position.

Position incentive: \$200 season credit

Concessions Co-Chair (2)

As a Concessions Co-Chair, you'll work with another board member to organize and execute a well-run and profitable concessions stand runs for all meets held at the Angie O'Donnell Aquatic Center that are hosted or co-hosted by MSS. We typically have two meets per year, one in November and one in June; the team may also host or co-host additional meets.

Core duties of the Concession Co-Chair include:

- Planning for items to be sold at meets.
- Purchasing items before the meet and coordinating drop off of items from families.
- Tracking inventory of items from meet to meet, along with storing items appropriately.
- Planning and coordinating food and beverages for the hospitality room, along with attending to the hospitality room on the day of the meet.

Approximate time commitment:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually
- A few hours prior to each meet in October/November and May/June for meet planning (Plus January/February if cohosting Regionals)
- Meet weekends in November (fall meet) and June (summer meet)

Desired qualifications/skills:

- Organizational skills
- Be able to work well in a group setting
- ServSafe certification is a plus, but not required. The club will reimburse this volunteer position for the cost of the online ServSafe Food Handler program.

Position incentive: \$200 season credit

Volunteer Coordinator

The Volunteer Coordinator is responsible for all things related to meeting the needs of volunteers for the McFarland Shark Swim Team, including assessing the clubs' requirements for volunteers. Some of the responsibilities of a Volunteer Coordinator include:

- Providing job descriptions for all tasks.
- Creating the job sign-up for meets and events.
- Sending out correspondence to the club notifying members that volunteers are needed for an upcoming swim meet or event.
- Supervise volunteers or enlist the help of other members to supervise volunteers.
- Keep up-to-date records of all volunteers.
- Keep Volunteers motivated and enthusiastic.
- Ensuring that each volunteer has training and helps them to carry out their designated tasks.
- Making volunteers feel appreciated.
- Ensuring the right person is found for the job.
- Revise volunteer duties.
- Making sure the volunteer shirts or vests are cleaned.
- Providing name tags for each volunteer.
- Tracking the volunteer hours. This is important because there is a volunteer requirement to be in good standing with the club.

Approximate time commitment for this role:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually
- 8-10 hours of time prior to each meet in October/November and May/June for meet planning (Plus January/February if cohosting Regionals)
- Work meet weekends (November, June; other meets as planned)

Desired qualifications/skills:

- Experience with Excel or Word is helpful

Additional requirements:

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming
- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$200 season credit

Safe Sport Coordinator

As the Safe Sport Coordinator, you will help the club adhere to Safe Sport guidelines, ensure required certifications are completed and lead the biannual process to renew the team's Safe Sport certification.

Core duties of the Safe Sport Coordinator include:

- Update club on SafeSport Guidelines and Practices
- Communicate SafeSport requirements with families
- Complete Bi-Annual SafeSport Certification for the club with USA Swimming
- Work with club on any SafeSport concerns

Approximate time commitment for this role:

- Monthly board meetings (about 1-1.5 hours, 10-11 months of the year); meetings are held virtually
- A limited number of hours prior to each meet in October/November and May/June for meet planning (Plus January/February if cohosting Regionals)
- Additional hours as needed/determined for updating certifications

Desired qualifications/skills:

- General computer skills (email, Google Drive features, USA Swimming website)
- Ability to keep documents organized
- Timely communication and response

Additional requirements

This board position must also:

- Complete the annual online Athlete Protection Training (1 to 3 hours annually)
- Complete a biannual background check through USA Swimming
- Maintain a USA Swimming Adult Non-Athlete membership

The board will reimburse all costs required for this position.

Position incentive: \$200 season credit

Board Policies

These MSS board-specific policies are provided in this document for reference. The MSS Policy Manual is the source of truth for all team policies; if the date on the MSS Policy Manual is more recent than the date of this document, the information contained in the MSS Policy Manual supercedes what is in this document

Good Standing Policy

MSS Board Members must remain in good standing, as defined in the Payment Financial Policy, while serving in their position on the board.

Exemption from Wreath Sale Policy

MSS Board Members are not required to sell wreaths during the annual fundraiser. Their services to the club are valued as their contribution toward meeting the fundraising requirement. Officials actively volunteering in our home meets are also exempt from this fundraiser.

Priority Registration Policy

MSS Board Members and Officials in good standing receive priority registration each season. MSS's board bylaws require that Board members are a family member of a current MSS swimmer. This early registration ensures that Board members meet this bylaw requirement.

We also allow officials to register their swimmers early as a benefit of committing their time and resources to supporting our team as an official.

Policy on Required USA Swimming Membership & Background Check for Board Members

The following board positions are required to have an annual USA Swimming Non-Athlete membership and complete a background check every two years:

- President
- Vice President
- Secretary
- Treasurer
- Meet Director
- Volunteer Coordinator
- SafeSport Coordinator

MSS will reimburse these members for associated costs.

Board Member Recruitment/Retention Incentive Policy

This policy extends a credit-based incentive to all board members, with a greater credit for specific positions based on the time and effort required for those positions. Credits are added to the team's TeamUnify/SportsEngine account as follows:

- President: \$400 Credit
- Meet Director: \$300 Credit
- All other Board Members: \$200

Any board members who are also paid staff would be exempt from this credit as staff receive a 50% discount on their membership. In addition, in instances where both parents serve on the board, the credit for the second parent is 50% of the lowest credit available.

This credit can only be used for team charges (registration, fees, etc.). It is not paid out if not used.

Board members would qualify for this credit immediately upon joining the board. However, should they leave the board within six months, they will be required to repay the credit, which will be charged to the credit card on file. This helps ensure individuals don't agree to join the board just for the incentive.

As outlined in the other policies outlined in this Policy Book, board members also receive priority registration. MSS board members also satisfy the requirements of the Sharks' Volunteer Policy by way of their involvement on the board.