



LSC BOARD – COMPOSITION AND TERMS

The Board shall consist of six (6) officers who are elected by the general membership of LSC. The term of each Board officer shall be for a two (2) year duration and shall be staggered as follows:

President Elected odd year (Up for Election Fall 2023)

Vice President Elected even year

Secretary Elected odd year (Up for Election Fall 2023)

Receiving Treasurer Elected even year

Disbursing Treasurer Elected odd year (Up for Election Fall 2023)

White/Red Group Liaison Elected even year

DESCRIPTION OF BOARD OFFICES

PRESIDENT – The President shall:

- Assume active executive management of the operations of the Board, subject, however, to control of the Board officers.
- Preside at all meetings of the Board and set the agenda for each meeting.
- Be familiar with the Articles of Incorporation, Bylaws, rules and procedures of LSC.
- Establish committees and appoint chairpersons in order to administer and manage programs of LSC including the management of the club social media accounts.
- Execute contracts and other legal documents on behalf of the LSC, after receiving approval/direction from the Board. These may include, but not be limited to; pool rent contracts, employee contracts, and insurance contracts.
- Serve as the LSC delegate to attend and vote at all Wyoming State USA Swimming meetings and act as spokesperson for LSC as directed by the Board. A report of meetings attended and votes made shall be made at the next regularly scheduled meeting of LSC.
- Make decisions which must be made prior to Board meetings. Mediate problems as they arise.
- Coordinate and schedule pool times and sign contracts for pool usage after receiving approval/direction from the Board and consultation with the coaching staff.
- Send LSC Charter renewal list & fee to WYO USA Swimming by December 15 of each year.
- Lead the Board in the interviewing and hiring of all paid LSC positions as well as coordinate employee evaluations with the Board.
- Perform such other duties as the Bylaws or the Board may prescribe.

VICE PRESIDENT – The Vice President shall:

- In the absence or disability of the President, the Vice President shall perform duties of the President, and when so acting, shall have the power of, & be subject to, restrictions on the President.
- Have other powers and perform other duties as may time to time be assigned to him/her by the President of Board officers.
- Oversee and coordinate with the head coach regarding USA Swimming swim card enrollment and ensure that USA Swimming membership is renewed by December 5 of each year.
- Coordinate with the head coach to maintain a current list of USA Swimming card holders, including Learn-to-Swim members.



SECRETARY – The Secretary shall:

- Keep minutes of all regular and special meetings as directed by the Board.
- Keep a record of the names and address of all members.
- Compile the information needed for the quarterly LSC newsletter. Post newsletters to the club website and notify members by email that the newsletter is available.
- Perform all duties commonly incident to the office of Secretary and such other duties as may from time to time be assigned by the President or as the Bylaws or the Board may prescribe.

RECEIVING TREASURER – This Treasurer shall:

- Collect all mail and account for and deposit all checks.
- Track and record billings of members for dues and other LSC fees.
- Collect & process meet fees from coaches, LSC mail boxes & from the Learn-to-Swim coordinator.
- Give deposit records to the Disbursing Treasurer.
- Obtain attendance rosters from the coaches for monthly billing.
- Assist the Board in establishing a proposed budget.
- Account for all the moneys of LSC, which shall be deposited in accounts approved and established by the Board of Directors.

DISBURSING TREASURER – This Treasurer shall:

- Liaison with the accountant for quarterly financial statements for presentation at the regularly scheduled board meetings.
- Make monthly employment checks to all LSC employees.
- Coordinate with accountant to make monthly tax deposits (941).
- Prepare a fiscal year end annual statement for presentation to the Board.
- Be responsible for maintaining the tax exempt status of LSC.
- Be responsible for filing all tax returns required of LSC.
- Pay all outstanding bills incurred by LSC.
- Maintain financial records and accounts of LSC.
- Assist with developing the contract with Laramie Recreation Center.
- Maintain annual registration with the Wyoming Secretary of State.

WHITE/RED GROUP LIAISON – The White/Red Group Liaison shall:

- Serve as the liaison between the Board and the White/Red groups.
- Facilitate the transfer from Learn-to-Swim to the swim club.
- Provide registration packets to new club members and keep packet up to date.
- Foster communication between the Blue/Senior groups and White/Red group.
- Facilitate the transfer from the White/Red group to the Blue/Senior group.
- Act as the SafeSport Coordinator to ensure the club is up to date with USA Swimming MAAPP and SafeSport guidelines.