

Executive Positions and Responsibilities (Revised)

President

- 1 Preside over all executive and general meetings
- 2 Act as Liaison between Club and Synchro Alberta
- 3 Attend Presidents' Meetings and Synchro Alberta as required
- 4 Act as Liaison between Club and Community activities (or delegate)
- 5 Act as Liaison between the Executive and the Eastlink Center
 - o Attend pool User's meeting
 - o Ensure information is communicated back to the parents after meetings
 - o Booking/cancellation of pool times required by Club
 - o Reporting of incidents at pool to Facility Manager
- 6 Review monthly pool bill for forwarding to Treasurer. Clarify any discrepancies in bill with the Eastlink Center.
- 7 Have signing authority on accounts
- 8 Report to Executive on any ongoing issues related to the coaching staff
- 9 Act as Liaison between coaching staff and Executive
- 10 Chair regular meetings of coaching staff (expectation one per month or one every six weeks)
- 11 With input from coaches, coordinate scheduling of Star/Tier testing.
- 12 Review and approval of monthly time sheets
- 13 Assist with production of water show
- 14 Prepare Star/Tier testing sheets for Examiner and, if necessary, provide Star Testing guidelines to Examiner in advance for preparation.
- 15 Book Testing and Examiner well in advance for preparation
- 16 Verification of all music tapes regarding length of time used in all competitions

Vice President

- 1 Attend Executive and general meetings.
- 2 Assume Presidents responsibilities if needed
- 3 Hoped that the Vice President would go on to fulfill the position of President the following year.
- 4 Have signing authority on accounts
- 5 Registrar
 - o Prepare Registration forms, set up for registration and schedule workers for registration
 - o Work with Secretary on Affiliation fees, cards and paperwork to ensure it is completed and returned to Synchro Alberta

Treasurer

- 1 Attend all executive and general meetings
- 2 Administer the financial aspects of the Club
- 3 Give accounting summary at executive meetings and distribute a general accounting at any general meetings.
- 4 Responsible for collection attempts of unpaid fees if necessary.
- 5 Reconciliation of competition fees and competition expenses at year end
- 6 Preparation of invoices/refunds as a result of reconciliation of competition fees
- 7 Prepare final accounting at year end

- 8 Have signing authority on accounts

Secretary

- 1 Attend Executive and general meetings
- 2 Take the minutes of all meetings and distribute accordingly
- 3 Prepare all necessary correspondence from the Club
- 4 Work with Vice President on Affiliation fees, cards and paperwork to ensure it is completed and returned to Synchro Alberta
- 5 Assist Executive with production of all notices, invitations, and memorandums as required.
 - o Registration Packages (Registration sheets, medical forms, required Synchro forms)
 - o Water show invitation and program
 - o Year end Event invitation
 - o Handbook and Calendar
- 6 Have signing authority on accounts

Coach-parent/swimmer Liaison(An Executive member)

- 1 Attend executive and general meetings
- 2 Attend coaches meeting
- 3 Act as Liaison between coaches and parents to address any issues and pass on any relevant information to all parties
- 4 Act as Liaison between swimmers and coaches to address any issues
- 5 Report any relevant issues to Executive to be resolved

Fund Raising Coordinator

- 6 Attend general meetings and committee meetings as necessary
- 7 Oversee all fund raising efforts made by the club (e.g. Swimathon, Casino)
- 8 Collects monies from fundraising efforts and provides reporting and monies to Treasurer

Equipment Coordinator

- 1 Attend general meetings and committee meetings as necessary
- 2 Organize ordering of team clothing(Jackets, swim suits, nose clips, caps etc)
- 3 Organize ordering of other promotional materials as directed by the Executive
- 4 Sound System/Video upkeep

Media coordinator

- 1 Attend general meetings and committee meetings as necessary
- 2 Responsible for the coordination of reporting of results to the media following competitions
- 3 Coordinate promotion of Club in media (interviews with press-radio and television)

- 4 Coordinate advertising in media
- 5 Registration
- 6 Water show
- 7 Coordinate club photos for both swimmers/parents and media
- 8 Archiving

Meet Coordinator

- 1 Attend general meetings and committee meetings as necessary
- 2 Responsible for registration of all swimmers for competitions
- 3 Act as contact person for other clubs hosting meets (must have access to e-mail to effectively manage this position)
- 4 As necessary coordinate the booking of hotels and travel arrangements for competitions
- 5 Maintain results Binder

Past President

- 1 Attend Executive meetings
- 2 Assist president with meetings and implementation of Club policies