

## II. OFFICERS & THEIR DUTIES:

**President** Act as spokesperson for the Association to the Spring Creek Forest subdivision; Preside at all meetings of the members, and Board of Directors; Negotiate contract(s) with the coaches(s), after approval of Board of Directors; Serve as Ex-Officio member of all committees; and serve as a member of the Budget Committee, in accordance with Article V111, Section(a).

**President-Elect** Use the term of office to become thoroughly familiar with all matters pertaining to the Association; Formulate plans for his/her term of office as President; Serve as a member of the Budget Committee, in accordance with Article V111, Section 1(a); Preside at any meetings in the absence of the President.

**First Vice-President** Preside in the absence of the President, and President-Elect  
Coordinate the following areas of responsibility: a) Set-up and clean-up of meets; b) Announcer; c) team equipment.

**Second Vice President** Preside in absence of the President, President-Elect and First Vice-President; Maintain records of swimmer's times and meet results; Coordinate the following areas of responsibility: a) Scoring of meets; b) pool and team record board; c) heat and place ribbons; d) individual and team awards/trophies.

**Third Vice-President** Preside in the absence of the President, President-Elect, First Vice-President, and Second Vice-President; maintain a current roster of members; Coordinate the following areas of responsibility: a) Clerk of Course; b) Ready Bench.

**Secretary** Give notice of all annual and special meetings of Members; Keep minutes of all meetings of Members; Keep minutes of all meetings of the Board of Directors; Keep a current roster of members with the Association's records; Distribute or post registration, nomination, election and other team information; Submit articles for publication to appropriate newsletters; Coordinate the following areas of responsibility: a) E-mail communication; b) Team newsletter, or emails.

**Treasurer** Chair the Budget Committee, in accordance with Article V111, Section 1(a); Keep the books of financial standing of the association; Disburse funds at the direction of the Board of Directors; Issue notice of fees, and collect such fees; Submit a written report of the financial condition of the Association at the annual meeting, and at other times, as directed by the Board of Directors; Coordinate the following areas of responsibility: a) Registration; b) Team Sales (swim suits, t-shirts, etc)

**NWAL Representative** Attend all NWAL and division meetings; Represent the Association at all NWAL and division meetings; Bring all NWAL correspondence, rulings and information to the attention of the Board of Directors; Submit the official roster of swimmers to NWAL; Act as meet director on behalf of the SCF Swim Team; Recruit, organize and schedule officials for meets.

**Volunteer Coordinator** Recruit coordinators for all volunteer areas; Organize schedules for all volunteer activities; Coordinate volunteers at meets; Coordinate the following areas of responsibility: a) Ribbon writers; b)Timers; c) Scribes; d) Runners; e) Team Parents

**Fundraising Chairperson** Coordinate all fundraising events; Solicit sponsorships for team activities.

**Concessions Coordinator** Coordinate concessions for all home meets and Divisionals as needed; coordinate food for Kick-Off Dinner & End of Season Party.

**Ready Bench Coordinator** Coordinate ready bench activities for all meets; responsible for helping out with volunteers at away meets and the Divisional meet; coordinator is expected to manage the ready bench for home meets from beginning to end.