Board Roles and Responsibilities

**Purpose**: The Booster Club was formed to provide parent education, volunteer coordination and to support the activities of the King marlin Swim Club. The Boosters goal is to create an informed membership, maximize parent participation, provide funds to enrich the program and facilitate the exchange of information among swimmers, coaches, parents and the Club.

**The Board:**

**President**: The president leads efforts to support the team, manage the teams 3 yearly swim meets, help coordinate with coaches, and oversee some club activities. They lead board meetings and communicate with members to enhance the swimming program and ensure its success. President term limit: 2 years

**Vice President**: The VP supports the president and steps in when needed, ensuring smooth operations. They help coordinate the planning and execution of events, such as the swim meets, communications with coaches and members and other board activities. The VP is preparing to take over President position when president steps down.

**Past President**: The past president serves as an advisor and provides continuity for the board. They offer guidance based on their experience, help with transitions of leadership and support to the current President and VP.

**Secretary**: The secretary is responsible for maintaining accurate records and ensuring effective communication. They send out notices of meeting, take and keep minutes, calendar of events, directory of swimmers. The secretary also manages club correspondence, maintains key documents, such as by laws, and ensures that all members stay informed about board meetings and events.

**Treasurer**: The Treasurer manages the financial affairs of the organization. Their responsibilities include creating and maintaining the budget, tracking and reporting all income and expenses, and overseeing bank account. The treasurer provides regular financial reports to the board, helps plan budgets for events and supports financial decision-making to maintain the club’s financial health.

**Asst. Treasurer**: The assistant treasurer in managing the organization’s finances. They help track income and expenses, assist with maintaining financial records, and ensure accurate reporting. The are also prepared to step in for the treasurer when needed and prepares to take on Treasurer role with treasurer steps down.

**Volunteer Coordinator**: The Volunteer Coordinator recruits, organizes, and manages volunteers for the clubs 2 annual swim meets. Their key role is to ensure sufficient volunteer support for tasks such as timers, concession, apparel, hospitality and other jobs at the 3 annual swim meets.

**Concessions Chair**: The concessions chair manages and oversees the concession stands during the club’s swim meets. Their responsibilities include planning menus, purchasing supplies, organizing the setup and cleanup of the concession area and helping coordinate volunteers to run stand efficiently. The concession chair handles inventory, ensures food safety, and cash transactions.

**Hospitality Chair**: The hospitality chair is responsible for providing meals, snacks and drinks for coaches, officials and volunteers at the swim meets. Their role includes planning m, set up of hospitality, food trucks(2 volunteers)

**Apparel Chairs**: The apparel chair is responsible for designing and preparing team merch and other apparel for each swim meet. Their role includes coordinating with vendors and managing orders and ensuring timely delivery of merch. The apparel chair also sets up the apparel stand at the meets and oversees sales, inventory and volunteers. Merch includes: Yearly team shirts, team towels for Xmas delivery and meet shirts for all 3 meets.

**Sponsorships/ Swim-a-thon Chair**: The sponsorship/swimathon chair is responsible for securing financial support and resources from local businesses and organizations for annual swim meets and implement the yearly swim-a-thon fundraiser. Their role includes identifying potential sponsors, developing sponsorship proposals and leading the teams swim a thon.

**Events Chair**: The events chair is responsible for planning and organizing booster club led events outside of the 3 annual swim meets for the team. Their duties include coordinating logistics, scheduling, and managing activities for events such as Spring Banquet, End of Long of Long Course Pool party, volunteering at the food bank, Holiday movie event, etc. The events chair’s goal is to bring the team together outside of the pool and swim meets to build comradery and positive activies for team building.

**Digital Communications**: The digital communications chair is responsible for the club’s online presence and communication efforts. Their role includes overseeing website, sending out emails for the boards and any other social media needs.

**Members-at-large**: Members at large serve as general members of the board who provide support and input on various initiatives and activities. Role includes attending meetings, contributing ideas and volunteering to help other chairs implement their roles.