

**ARDEN PARK AQUATICS**  
**Board Members - Job Descriptions**

**Board of Directors (7 members):**

**President**

*The President of the Board shall preside at all meetings of the Board and shall exercise and perform such other powers and duties as the Board may assign from time to time. (APA Bylaws)*

1. The President shall preside at all meetings of the Board.
2. The President shall be responsible for the overall preparation of the Team for, and the participation of the Team in, each swim meet.
3. The President shall assist the Registrar with team registration.
4. The President shall assist the Treasurer in preparation of the annual Budget.
5. The President can call special meetings of the Board.
6. The President shall act as a liaison between the parents and the coaching staff, and between the Swim Team and the Arden Park Recreation and Park District staff.
7. The President can appoint sub-committees to facilitate special projects or delegate specific responsibilities to Board members as the situation dictates.
8. The President shall communicate with the coaching staff regarding awards given to swimmers.
9. The President shall be responsible for updating the Coach Biographies on the website.

**Vice-President**

*If the President is absent or disabled, the Vice-President, if any, shall perform all duties of the President. When so acting, the Vice President shall have all powers of and be subject to all restrictions on the President. The Vice President shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe. (APA Bylaws)*

1. The Vice President shall assist the President of the Team.
2. The Vice President shall preside at all meetings of the Board in the absence of the President.
3. The Vice President shall review the prior year financial records as prepared by the Treasurer.
4. The Vice President will participate in sub-committees and direct special projects when requested by the President.
5. The Vice President shall coordinate the New Family Orientation requiring the President, Vice President, Fundraising Member, Registrar, Jobs Coordinator, and Bead Lady to attend.
6. The Vice President shall coordinate and execute any election and/or voting to amend the bylaws of the corporation.
7. The Vice President shall be the Board Liaison for the Spirit Coordinator and the Apparel Sales Coordinator.

### **Secretary**

*The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual or special, and if special, how authorized, the notice given, and the names of those present at the Board and committee meetings. The Secretary shall keep or cause to be kept, at the principal office in California, a copy of the Articles of Incorporation and the Bylaws, as amended to date.*

*The Secretary shall give, or cause to be given, notice of all meetings of the Board and of its committees required by these Bylaws. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.*

*If both the President and Vice President are absent or unable to serve, or if there is no Vice President and the President is absent or unable to serve, the Secretary shall perform all the duties of the President. When so acting, the Secretary shall have all powers of and be subject to all restrictions on the President. (APA Bylaws)*

1. The Secretary shall keep and maintain the Minutes Binder (contents: minutes of all Board and membership meetings, original Articles of Incorporation, approved Bylaws, and current membership list and name of each member entitled to vote), and make such binder available for inspection by members.
2. The Secretary shall provide a copy of the minutes of each Board meeting to the other members of the Board for approval, and submit approved board meeting minutes to the Webmaster to be posted on the Swim Team website.
3. The Secretary shall be responsible for revising the Team Handbook, as well as Board Information and Contact Us pages on the Website.
4. The Secretary shall be the Board Liaison for the Communications Coordinator.
5. The Secretary shall be responsible for coordinating the team pictures.

### **Treasurer**

*The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.*

*The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate, shall disperse the corporations funds as the Board may order, shall render to the President or the Board, when requested, an account of all transactions as Treasurer and all of the financial condition of the corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe. (APA Bylaws)*

1. The Treasurer shall be responsible for developing, presenting and managing the annual team budget. In preparing the Budget, the Treasurer shall consult with the Board on the anticipated revenues and expenditure for the following year.
2. The Treasurer shall maintain a bank account, deposit all moneys received by the Corporation into such account, write checks for Swim team expenses out of the account, and maintain a positive balance in

such account at all times.

3. The Treasurer will be responsible for getting Board approval, when necessary, for expenditures.
4. The Treasurer shall make a report on the budget at each Board meeting.
5. The Treasurer shall be responsible for preparing or causing to be prepared, the payroll checks for the employees of the corporation. The Treasurer shall ensure that such activities follow the labor laws of California.
6. The Treasurer shall be responsible for filing any required payroll, income or informational tax returns for the Corporation.

**Additional Board Positions:**

**League Representative**

1. The League Representative shall attend all swim league meetings (or arrange for a replacement representative if unable to personally attend), represent the Swim Team and vote at such meetings as directed by the Board and consistent with the philosophy of the Team.
2. The League Representative shall serve on the Registration Committee, and shall insure that registration of swimmers with the swim league is completed properly.
3. The League Representative shall either serve as, or provide someone to serve as the Meet Director for all home dual meets.
4. The League Representative shall also ensure there is a cadre of Stroke and Turn Judges, Meet Referees, Head Timer, and Starters available for each meet as well as Championships.
5. The League Representative shall communicate all information related to Championships to the Championships Coordinator to ensure deadlines are met.
6. The League Representative shall be the Board Liaison for the Championships Coordinator.
7. Shall maintain inventory of award ribbons and/or certificates.

**Registrar**

1. The Registrar shall be responsible for coordinating with the Computer/Scoring Coordinator to maintain Team swim team records.
2. The Registrar shall be in charge of the Registration Committee, which shall also include the President, Vice President, League Representative, Parent Volunteer Coordinator, Treasurer, and other Parent volunteers as deemed necessary.
3. The Registrar shall develop registration materials and instructions at the direction of the Board, arrange for such materials to be posted on the Team website and delivered to the Park District office.
4. The Registrar shall make necessary arrangements to facilitate Registration day.
5. The Registrar shall oversee the development of an accurate Team roster and mailing list, ensuring that all required forms are completed for each registered swimmer.
6. The Registrar shall be the Board Liaison for the Volunteer Coordinator and the

Computer/Scoring Coordinator.

7. The Registrar shall be responsible for all activities relating to readiness testing.

**Fundraising Member**

1. The Fundraising Member shall plan and present an annual fundraising Budget.
2. The Fundraising Member shall coordinate all fundraising activities, including, but not limited to:
  - a. The Swim-a-thon, providing direction and guidance to the Swim-a-thon coordinator
  - b. Publicizing and soliciting Corporate and individual sponsorships, and ordering banners
  - c. Coordinating the 50/50 Raffle at home meets
  - d. Other fundraising activities as determined by Board.
  - e. The Fundraising Member shall be responsible for overseeing all activities regarding Championship advertising sales, t-shirts, and swim caps.