

Comet Swim Team Booster Club
Responsibilities of Elected Officers

President

- Presides at all meetings of the Booster Club officers, as well as general parents meetings, and schedules such meetings as considered necessary
- Appoints committees as considered necessary
- Oversees the effort to recruit parent volunteers as needed for booster club and team events and activities
- Acts as liaison between the booster club and the coaching staff
- Oversees the activities of other club officers and committees as necessary
- Insures that all tax and other regulatory filings are completed accurately and on a timely basis
- Oversight of club finances as described in the club's financial policies, including review of bank statements, credit card charges, and financial reports prepared by the treasurer
- Holds periodic orientations for new parents

Vice-President

- Presides over meetings in the President's absence
- Assists the President in the conduct of each of his/her responsibilities as needed, particularly the appointment and oversight of committees
- Represent the booster club at outside meetings if and when considered necessary (these could be Florida Gold Coast board meetings or city meetings/functions)

Secretary

- Record minutes of meetings of club officers and of general parent's meetings; these should be posted to the team's website
- Responsible for correspondence on behalf of the booster club
- Prepare and see to the distribution of notices of upcoming meetings and other upcoming events, and any other written communications from the club officers to team members and/or parents
- Assist as requested in making arrangements for team travel (travel meets or team trips)
- Keep the volunteer log book

Treasurer

- Accepts and verifies all receipts, and makes bank deposits
- Prepares checks for all disbursements after verification of their propriety
- Maintains accurate records of all receipts and disbursements and presents a report at each meeting of the club officers
- Semi-annually, makes available to all parents a summarized report of receipts and disbursements and cash balances
- Reconciles the bank statement monthly
- Assists the President as necessary in preparing required tax filings

- The procedures to be followed by the treasurer in carrying out his/her responsibilities are further detailed in the club's financial policies

Assistant Secretary-Treasurer

- Assists the secretary and treasurer as requested in performing their duties as requested
- Oversees sign-ups for various team and booster club events (this may be sign-ups for swimmers participating in an event, or sign-ups for parent volunteers)
- Chairs the social committee

Parliamentarian

- Insures that meetings are conducted in an orderly fashion
- Chairs any committee constituted to revise the club's bylaws or other governing documents
- Chairs the publicity/newsletter committee

The following are not club officers, and therefore are not elected. These positions will be filled by volunteers.

Meet Director: The meet director chairs the meet committee. This can be a shared position. Responsible for working with the coaching staff to coordinate arrangements for home swim meets, including making sure a full complement of volunteers is available for each home swim meet and being present at the meet to make sure everything is running smoothly and deal with any "behind the scenes" issues that come up at the meet. The meet director will work with the referee to make sure there are sufficient officials for the meet, with the coaching staff to make sure all equipment and supplies are in place, and with other committee members to be sure volunteers are in place.

Meet committee: Consists of a head timer (responsible for recruiting timers and making sure they report for the timers briefing before each meet session), a concession stand coordinator (responsible for getting the food, overseeing set-up and tear-down, and recruiting concession stand volunteers), a hospitality coordinator (responsible for coordinating with city employee to be sure food is ordered and recruiting volunteers to set up and serve the food), and gate coordinator (responsible for coordinating admission and heat sheet sales). **This committee is essential if we are going to continue to host swim meets.**

Social Committee: Chaired by the assistant secretary/treasurer. This committee consists of one or more parent volunteers from each training group and is responsible for coordinating the banquet, Division II and JO dinners, picnic, team breakfasts, and other events during the year that the committee plans. Sub-committees may be appointed for major events such as the banquet and picnic. One or two members of the committee should oversee each event.

Fund Raising Committee: Coordinates the annual swim-a-thon and any other fundraisers the club decides to undertake. Chaired by a fundraising chairperson.

Newsletter Committee: A group consisting of one parent from each training group (for the silver and gold groups, this could be a swimmer rather than a parent) to put together a monthly or quarterly newsletter. Chaired by the parliamentarian.