

SUMMERSIDE DOLPHINS SWIM CLUB

REGISTRAR

Position Overview:

The Registrar supports the Summerside Dolphins Swim Club by coordinating efficient registration processes at the club, PSO and national levels.

Duties:

May - June

- Together with the Board, set the fee schedule for the upcoming year.
- Request swimmer placement from the head coach.
- Confirm swimmer intention to return next season.

July - August

- Revise registration forms and fee schedules as necessary.
- Email registration material to all returning swimmers.
- Set registration dates and confirm space availability.

September - October

- Hold registration night.
- Confirm placement of new swimmers.
- Create spreadsheet of swimmers per level
- Prepare email groups for swimmer levels.
- Hold second registration night to collect cheques from new swimmers
- Ensure all cheque amounts are correct before sending to treasurer.
- SNC registration of all swimmers
- Provide CUP a list of all registered swimmers.
- Provide swimmer information to head coach.
- Register all coaches with necessary organizations (PSO – National)
- Give invoices for swimmers and coaches registration to treasurer.

November – May

- Attend monthly board meetings
- Support ongoing Board business

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TREASURER

Position Overview:

The Treasurer supports the Summerside Dolphins Swim Club by ensuring all funds are collected and disbursed in a timely fashion by maintaining accurate financial statements.

Duties:

September – October

- Calculate registration fees for all swimmers in cooperation with the Registrar
- Collect all registration fees and post dated cheques, verify for accuracy
- Create yearly budget and present at Parents meeting in early October
- Collect and remit to Swim Canada all SNC fees for swimmers and coaches

November - May

- Collect all fees required for swim meets and clinics held through the year (approximately 10 events)
- Pay monthly expenses including coach fees, pool rental and other expenses as required
- Prepare cheques for “away’ meets. The fees are required on the day of the meet and must be sent with the coach and submit SNC fees for the meet as invoiced by Swim PEI
- Manage bank deposits on a regular basis
- Collect other fees such as clothing orders, suit orders and equipment orders. The summary orders and amounts will be delivered by those responsible for the activity.
- Record all deposits, cheques and bank fees in the record book
- Prepare and submit Community Grant Application to the City of Summerside
- Prepare and submit Levy application before meets hosted in our home pool
- Prepare and report financial performance compared to budget in December and February to Parents
- Review financial position at each Board meeting, prepare variance report

May - June

- Prepare actual year end Financial statements in May
- Create next year budget based on current year actual in cooperation with Registrar and President in May

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PRESIDENT

Position Overview:

The President supports the Summerside Dolphins Swim Club through collaborative leadership to the overall design and delivery of the various programs and operations of the Club.

June – August

- Identify and implement recruitment needs and strategies.
- Ensure pool schedule and programming is in place.
- Ensure all volunteer positions are filled
- Planning with incoming board.
- Prepare forecast budget with treasurer.

September

- Contact SwimPEI to identify official training / dates.
- Update the website in collaboration with the board.
- Coordinate and hold parent's meeting.
- Ensure meet and clinic schedule is submitted for board approval.

Ongoing

- Plan and lead monthly board meetings.
- Attend all SwimPEI meetings.
- Ensure social activities are planned and delivered.
- Ongoing monitoring of effective club operations (board and coaches)
- Promote parent engagement to support club operations.
- Ongoing communication with parents and coaches.
- Ensure up-to-date availability of information (handbook / public relations)
- Coordinate meets (prepare levy application of necessary, volunteers, food, sponsors, etc)
- Blog necessary information.
- Board succession planning.

May - June

- Together with board and coaches, plan for year end banquet.
- Prepare and deliver AGM.

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VICE-PRESIDENT

Position Overview:

The Vice President's role is to ensure continuity and stability in the leadership of the club. If it should happen that the president is prevented from carrying out his/her office, the Vice President should be prepared to administer the club in the absence of the president.

Some key functions of the role of vice president:

1. The v.p. should preside over club meetings in the absence of the president.
2. Assist the president in every way.
3. Assist other executive members and be familiar with their roles.
4. Become thoroughly acquainted with the duties of the president.
5. Receive all materials and possible help from the past v.p. of the club.
6. Work with the new v.p. and help him/ her prepare to take over your job next year.

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SECRETARY

Position Overview:

The Secretary supports the Summerside Dolphins Swim Club by providing a record of executive processes and decisions which transpire in the course of Executive meetings.

Ongoing

- Attend Executive meetings and record Minutes from the meetings.
- Circulate minutes to Executive Members
- Maintain a binder with pertinent Club documents and information.
- Participate in Executive decision making, problem solving, and brainstorming.
- Participate on sub-committees and in additional activities as needed.