



BOARD ROLES AND RESPONSIBILITIES

August 2023

BOARD OF DIRECTORS - STRUCTURE

The Board of Directors has built out a high level organized structure based on the named roles within bylaw that we look to fill each year. All board members can access the available incentive program which allows for reduction of fees for their time and efforts.

President:

Responsible for overall club operations, ensuring swimmers and the club has what is needed to be successful. The president ensures the club meets external governance obligations and is the main liaison between the club and Alberta Artistic Swimming, and Canada Artistic Swimming.

Vice-President:

Responsible for the portfolio's related to swimmers events and their families. The vice-president stays abreast of all information related to the club and also steps into the President role if needed.

Treasurer:

Responsible for the portfolio's oriented around revenue and cash management for the club.

Secretary:

Ensures the club is accountable with communication with families and the general public as needed. Also keeps up to date records of board meeting minutes and other important documentation as it pertains to the club.

Registrar:

Oversees registration of swimmers and reporting back to the board, data entry for club info to Alberta Artistic swimming, and managing electronic payments for the club.

Fundraising / Teamwear Coordinator:

Oversees and coordinates fundraising efforts for the club and organizes teamwear.

Competitive Coordinator

Works along with registrar and head coach to manage communication with parents about logistics related to upcoming competitions. Relaying info such as times, required wear, hotel info etc. when competing out of town.

Incentive Program:

- No fundraising fee and one month reduction of swimming fees for Fundraising Coordinator, Competitive Coordinator and Secretary.
- No fundraising fee and two months reduction of swimming fees for Registrar, Treasurer and Vice President Roles.
- No fundraising fee and three months reduction of swimming fees for Club President.



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BOARD GENERAL REQUIREMENTS

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs etc
- Willingness to serve on committees to assist in all planning and supporting all fundraising and any other events put on by OSSQ in order to further the club and the mission of the club.
- Attendance at (usually) monthly Board meetings in person or via zoom.
- Attendance at Annual General Meeting in September and at Year End water show to assist with duties, clean up etc.

BOARD GENERAL DUTIES

- A board member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.

- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend bylaw changes to the membership.
 - Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Participate in the development of OSSQ's organizational plan and annual review.
- Approve the budget.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance OSSQ's mission.



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PRESIDENT

The president must oversee all internal operations of the club, while also being the external face and link to the greater Artistic Swimming and general community.

Club Operations

- Negotiate and document coach contracts for each year.
- Ensure that all coaches meet the coaching criteria set out by Alberta Artistic Swimming (background checks, certification levels, etc).
- Resolve any coach disciplinary issues.
- Ensure necessary sanctions have been completed for club events (both AAS sanctions and club sanctions, as well as insurance requirements).
- Support parent escalations or code of conduct issues where required.
- Recruits new board members as part of ongoing transition planning.
- Prepares a report for the Annual General Meeting.
- Orients the new President and new board members.
- Working with other board members, meets all new members to the club during the registration process; and working with the registrar ensures that all members of the club have completed the necessary paperwork in accordance with club and AAS requirements.
- Working with other board members, ensures that all necessary deadlines are being met for event planning, fundraising, competitions and AAS deadlines.
- Ensures club website with info and calendar are up to date.
- Ensures with assistance from board members, that the year end water show is planned in detail and deadlines met for this event.
- Sends welcome email in August to all registrants and parents with important info.



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PRESIDENT Cont'd....

Board Meetings

- Provides leadership to the Board of Directors, and support to new members on the board.
- Makes sure the Board adheres to its bylaws, policies and constitution.
- Chairs meetings of the Board and encourages Board members to participate in meetings and activities. Also provides an agenda for all meetings to all board members.
- Takes care of booking lane requirements as needed at the pool for our club.
- Keeps the Board's activities focused on the organization's mission.

Financial Operations

- Member of the club's budget committee, ensuring there is a responsible operating budget for the club.
- Acts as one of the signing officers for cheques, club bank account and other documents, such as pool contracts and other such contracts or grant applications.

Community Engagement

- Promotes the organization's purpose in the community and to the media.
- Is the club's representative with Alberta Artistic Swimming; including attending conference calls with all other Club Presidents and attending Alberta Artistic Swimming meetings as required.
- Receives and distributes AAS club communications.
- The president acts as the main communicator and liaison between FASC and AAS.
- Builds relationships with other sport organizations; artistic swimming and otherwise.



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VICE - PRESIDENT

The Vice President steps into the role as President. The Vice-President also leads the Committee that manages the swimmers, which includes volunteers and event coordination.

General Roles and Responsibilities

- Acts in the absence of the President.
- Serves on the Board of Directors.
- Learns the duties of the President and keeps informed on key issues.
- Oversees volunteers and other board members to enlist help with planning club events and activities throughout the season (i.e. mock meet, social events and year end water show). Also updates for events on Facebook and Instagram as needed.

Swimmer and Parent Coordination

- Assists with communication to parents regarding upcoming club events. This could include social media accounts as required.
- Schedules and facilitates parent volunteers for club activities such as planning the mock meet, social events, and the year-end water show.
- Attends and participates in budget meetings.
- Ensures pool is booked appropriately for lane bookings or rooms for special events by Emailing emailing okrec@okotoks.ca
- Takes pictures of events throughout the season or assigns a parent volunteer to do so and ensures these pictures are updated to file in the club Google Drive.
- Orients the new Vice-Chairperson if leaving the position.



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REGISTRAR

General Roles and Responsibilities

- Serves on the Executive Committee
- Gives regular reports to the Board on status of Registration that is ongoing
- Orients the new Registrar during Board Change-over
- Workload is primarily in the fall with some preparation required in August and the spring for future seasons.

Registration Responsibilities

- Sets up Registration for Season, Summer Camps and Learn to Synchro
- Collects registration forms such as media release, code of conduct, and other required forms from AAS or CAS from each swimmer and board member.
- Ensure all swimmers are registered with appropriate software technologies as required by AAS and CAS (i.e. H20 Reg)
- Register all board members or volunteers with AAS and CAS as required.
- Register coaches and directors with AAS and CAS (with assistance from the President)
- Register club with Alberta Artistic Swimming
- Makes sure the club is compliant with Alberta Artistic Swimming from a registration perspective.
- Work with the Treasurer to pay Club Fees in accordance with Alberta Artistic Swimming.
- Processes refunds as necessary via RAMP, H20Reg or other software programs in use.
- Ensures all events are officially sanctioned a minimum of three weeks prior as expected by AAS.
- Register competitive teams for meets prior to deadline with CAS / AAS and ensure treasurer has paid fees for the competitions by the deadline. All documents required for competitions must also be completed and submitted to AAS as required.



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TREASURER

General Roles and Responsibilities

- Serves on the Executive Committee.
- Gives regular reports to the Board on the financial state of the organization, including Cash Flow, Profit and Loss, and Overdue Accounts.
- Orients the new Treasurer during Board Change-over and returns all documents to the club.
- Responds to members' queries on a regular basis.
- Prepares reports for Annual General Meetings.
- Checks the mailbox regularly at the Okotoks Post Office.

Finance, Accounting and Payroll

- Keeps financial reports on file.
- Chairs the Finance Committee.
- Acts as signing officer, with another officer or Executive Director for cheques and other documents.
- Deals with the day-to-day financial affairs.
- Is responsible for the accounting of the funds of the organization, its budget and expenditures.
- Keeps full and accurate accounts of all organizational receipts and disbursements and in conjunction with the club accountant.
- Receives and banks all monies due to the organization.
- Disburses all monies as directed by the Board.
- Member of the club's budget committee, ensuring there is a responsible operating budget for the club.
- Prepares and monitors overall budget with the Finance Committee. Prepares program budgets with board input.
- Ensures that all transactions of income or expenses are submitted monthly to the accountant for regular tracking and bookkeeping.
- Connects with the club accountant and receives monthly statements.
- Prepares and submits Society Annual Return to Alberta Registry
- Submits payroll for all paid staff on a monthly basis.

- Monitors club credit card use and pays out monthly.



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SECRETARY

General Roles and Responsibilities

- Keep copies of the organization's bylaws and the Board's policy statements.
- Keep lists of officers, Board Members, committees and General Membership.
- Sign official documents of the organization as required, including pool contracts.
- File the annual return, amendments to the bylaws, and Board membership changes and other incorporating documents with the Corporate Registry, AAS, Banks (unless completed by the treasurer.)
- Organize updates to the job descriptions for Board members and any Board orientation packages for new members.
- Update and share the annual calendar of events for the Board
- Checks email regularly - foothillsartisticswimming@gmail.com
- Answers general questions / inquiries from the public, or forwards emails to individual board members' attention as required.
- Updates website www.foothillsartisticswimming.ca as needed with new dates, meeting minutes and more by emailing our web coordinator Robyn Derald robyn@violetwebworks.com
- Keeps electronic files and folders (such as Google Drive) organized.

General Meetings and Board Meetings

- Make sure members are notified of General Meetings at least three weeks prior.
- Organize General or board meetings by booking rooms, preparing documents (paper copies of agenda, sign-in sheets, any forms we want signed or filled)
- Takes meeting minutes and distributes a copy to board members, and stores copies.
- Ensure there is a quorum (minimum four members present).
- Record, distribute, and store (paper and / or electronically) minutes of all meetings, including:
 - Attendance
 - Motions
 - Decisions, and stores meeting minutes.

- In charge of mail key, paying the mailbox each year by Mar 1 at the Okotoks Post Office, and checking the mail monthly. Box #358 (McRae Street Okotoks)



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FUNDRAISING / TEAM WEAR COORDINATOR

General Roles and Responsibilities

- Serves on the Board of Directors and attends monthly meetings
- Gives regular reports to the Board on status of fundraising events and coordinates fundraising Initiatives. Funds are raised generally for the club, not for individual swimmers.
- Orients the new Fundraising Director during Board Change-over

Key Fundraising Duties

- Organize optional fundraisers to raise funds for club objectives and purchases.
- Set dates for each event and enlist volunteers where needed.
- Set up events for online ordering when needed
- Assist with volunteers for measuring swimmers on deck for teamwear
- Club teamwear and swag orders from merchants



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COMPETITION COORDINATOR

General Roles and Responsibilities

- Serves on the Board of Directors and attends monthly meetings
- Ensures all swimmers involved in competitions are registered with AAS, and that all information is communicated with parents regarding events, fees, teamwear.
- Reports back to the board on all competitive events and needs

Key Duties

- Responsible for ensuring competitive swimmers are registered in their events appropriately with AAS, and that all fees are paid on time to AAS.
- Ensures all information regarding competitive events (Jan / Feb / April) are communicated to parents and the board.
- Researches and implements teamwear for our competitive swimmers
- Orients the new Competitive Coordinator during Board Change-over
- Works with fundraising team to organize teamwear for competitive club needs