

Tallahassee Serinas Board Member Position Descriptions

*Each position will be held for the entire 2016-2017 Season

1. **President(s)** – shall preside at all meetings, be Chairman of the Board and coordinate the booster activities
 - a. **Past President** - shall serve as advisor to the current President(s)
2. **Vice President(s)** – Shall act in absence of the president and be the chairman of the Synchrothon and Watershow Committees, suggest means of fundraising to see that sufficient funds are generated.
3. **Secretary/Registrar** – Shall assist the Communications Director in conducting official correspondence, record and circulate minutes of board meetings to all board members. Prepare and maintain booster records such as team roster, job descriptions and all permanent files. Be responsible for assisting with the collection of registration forms.
4. **Treasurer** – Responsible for keeping all financial records and presenting quarterly statements and a complete annual report to the Board. Shall collect monies due to the Boosters, deposit all monies as directed by the Board and shall pay all bills for which approval has been issued. Will also maintain and update all Google Sheets as necessary for each swimmer. Will also assist in creating a fee schedule for the season.
5. **Hospitality** – Organizes concessions for local meets, plans social functions for parents and swimmers.
6. **PR Chairperson** – Handle all publicity efforts coordination with the Communications Director to include newspaper, radio, TV and magazines. Publish a quarterly newsletter. Assist with website updates and a yearly photo album.
7. **Travel Coordinator** – Booking hotel rooms and assisting with carpool efforts for all team travel events. Communicating with parents regarding coordinated travel options for each meet.
8. **Wardrobe Chairperson** – Coordinates acquisition of team routine suits, headpieces, uniforms, warm-ups, etc. in consultation with each teams coach. Responsible for team's wardrobe and disbursement of items purchased through the Boosters.
9. **Junior Olympic Team Representative** – Coordinates with the fellow Junior Olympic Team parents and ensures receipt of emails/communication by all parents on the team. Attends each board/parent meeting and advocates for the teams interests as well as relays information to other team parents.
10. **Intermediate Team Representative** - Coordinates with the fellow Intermediate Team parents and ensures receipt of emails/communication by all parents on the team. Attends each board/parent meeting and advocates for the teams interests as well as relays information to other team parents.
11. **Novice Team Representative** - Coordinates with the fellow Novice Team parents and ensures receipt of emails/communication by all parents on the team. Attends each board/parent meeting and advocates for the teams interests as well as relays information to other team parents.