

President

The President shall attend to the following special duties, and shall possess such special powers as are required for their performance:

1. To call meetings of the Board, setting the date, place, and time, and establishing the agenda: to preside fairly over the meetings in accordance with such formal or informal rules of procedure as may be in effect;
2. To make appointments, subject to the consent of the Board, to such committees or subcommittees or other offices as the Board may, from time to time, establish;
3. To represent the Board and the team in an official capacity, publicly and in negotiations with the City of Cedar Park and with any swimming league the Club may join or seek to join, and with other organizations and individuals;
4. To perform such tasks as may be required for the maintenance and well being of the Board or of the team as a whole;
5. To call the annual general meeting of the Club members for the purpose of electing new Board members and conducting such Club business as circumstances may warrant, or other general meetings of the Club, setting the date, place, and time, establishing the agenda, and presiding.
6. Create and maintain Board position descriptions approved at least annually by the Board.
7. This position also leads the Registration committee every year, preparing the plan for marketing to the Cedar Park area on an annual basis.

Treasurer

The Treasurer shall receive, account for, and expend the Club funds in accordance with the decisions and established procedures of the Board; shall prepare and file such official financial documents as may be required by law, or may be required to obtain exemption from taxes; shall provide the Board and all governmental entities with such financial information and reports as they may from time to time require.

Secretary

The Secretary shall maintain all official Club records; shall record the proceedings of the Board and of the Club in general meetings assembled; shall perform other duties as the Club may require. The Secretary shall assist all other positions as needed.

First Vice-President & Circuit Rep

The First Vice-President & Circuit Rep shall coordinate administrative preparations for the participation of the Club swimming team in competition, insuring that the express desires of the Board and the obligations of the Club under the terms of agreement which may be in effect, with a competing club or a swimming league, are fully met, including but not limited to the provision of trained meet officials. The Circuit Rep shall be responsible for all communications and meeting between the Club and Northwest Swim Circuit and for ensuring that all official training is done with regards to the requirements of the circuit. In the absence of the President, he or she shall perform the duties of the President.

Sponsorship Chair & Event Coordinator

The Sponsorship Chair shall initiate, organize, and administer such fund-raising activities as may be approved by the Board. This position shall be responsible for seeking, procuring, and maintaining relationships with sponsors. Plans season events which may include pep-rallies, End of Season Banquet, etc.

Merchandise Chair

The Merchandise Chair shall be responsible for merchandising. Responsibilities shall include managing relationships with vendors, procuring merchandise for sale, preparing website for pre-sales prior to registration, managing merchandise sales at meets, and preparing options for team suits when required.

Concessions

The Concessions Chair shall be responsible for managing the concession stand, including procuring supplies, preparing the menu, pricing, and suggesting changes that may improve the performance of the concession stand..

Equipment Manager

The Equipment Manager shall manage and coordinate equipment and supplies, including procuring transportation for equipment to and from meets, leading the set up and tear down crews, and shall perform other duties as the Club may require.

Volunteer Coordinator

The Volunteer Coordinator shall manage the volunteer duties of all registered members of the team, ensuring that all necessary volunteer positions are filled at each meet. The Volunteer Coordinator is additionally responsible for preparing the family boxes at the beginning of the season, as well as prior to each meet. This position shall create lanyards for each volunteer position prior to the first meet. T

Webmaster & Communications Chair

The Webmaster & Communications Chair shall be responsible for management of website operations relative to upkeep and online registration. Manage account questions, maintain admin access permissions and removal, manage the Board Gmail subdomain, and respond to all inquiries to notifications@cedarparktyphoons.org.

The Webmaster & Communications Chair will send communication to parents through email and social media. During the swim season, the Webmaster & Communications Chair should work closely with Computer Rep to set up meets in Swimtopia, open and close meet entries, and verify that each swimmer has 3 individual events for Computer Rep. After each meet he or she will update the members with results through email and upload all results to the Swimtopia site. .