

Marlins Board of Directors

President:

- Act as liaison between board, coaches, and recreation district
- Act as liaison between board and team manager
- Oversee registrar, entry chair, and clerk of course duties.
- Follow up with board members on specific yearly and meet duties
- Plan agendas and lead board meetings
- Renew yearly contract with recreation district and coaches
- Follow-up with all board members during meet to help with meet areas

Vice-President:

- Back up presiding over meeting if president is absent from board meeting
- Act as meet director
- Reserve pool and hospitality room for home meets
- Make sure donors are contacted for supplies
(coffee, ice, sound system, pepsi, bakeries, and local merchants for gift cards)
- Make sure everyone signs up for responsibilities at home meet
- Contact people who are not signed up to work
- Work with pool staff to aide function of home meets
- Follow-up with all assigned positions during meet to help with meet areas

Secretary:

- Script and Record minutes for each board meeting
- Arrange for replacement to take minutes if absent from board meeting
- Work with team manager to make sure minutes are posted
- Organize and oversee timers during meet

Treasurer:

- Make sure everyone signs up for responsibilities at Western Slopes and State
- Act as liaison between team manager and board for financial needs
- Be back up for minutes if secretary is absent from board meeting
- Work with team manager to make sure all departments have change for meet
- Collect money from raffle, concessions, and equipment at end of each day
- Organize and oversee ribbon/awards for home meets

Public Relations:

- Help team manager with quarterly newsletter
- Organize team picnics and social events (See Suzi for Cortez meet)
- Update/decorate pool bulletin board (specifically for swim-a-thon and meet)
- Contact photographer for yearly team pictures (Kathy Gaber does this now)
- Contact Press about upcoming home meets
- Send Press results of home meets (Could send away meet results if choose)
- Line up someone to take pictures for you to send with results to press
- Organize and oversee the announcers for the meet

Fundraising:

- Keep records of sponsor board (Mike King lines up the sponsors for you)
- Make personal contact to deliver invoices and thank you notices
- Make sure board sponsors are listed on web site
- Organize swim-a-thon or other fundraising event we choose
- Organize and oversee workers for Raffle/Program table
- Report all sales at end of each day and return money box to treasure

Equipment:

- Order goggles and caps for swimmers and keep supplies available
- Organize sales of team apparel
- Contact equipment merchant for home meet merchandise (Action Accents)
- Inventory merchandise for home meet and mail back left over merchandise
- Organize sales of merchandise at home meet
- Report all sales at end of each day and return money box to treasure

Hospitality/Raffle:

- Maintain Raffle license and file quarterly reports
- Organize and supervise hospitality during home meets
- Feed the meet workers on deck during the meets
- Plan and serve coaches, officials, and board members daily lunches
- Organize gift for officials at home meet
- Contact people who are not signed up for food donations

Concessions:

- Organize and supervise a concession during home meets
- Set-up, maintain and breakdown concessions for meets
- Report all sales at end of each day and return money box to treasure
- Make sure all donors are listed on our web-site
- Contact people who are not signed up for food donations