

PICKERING MSC EXECUTIVE POSITIONS/DESCRIPTIONS

PRESIDENT

Member (Volunteer)

- Chair and schedule regular meetings of the Executive (at minimum quarterly meetings) as required to address Club business
- Liaison with Executive members on priorities and agenda for meetings.
- Assist in the approval of meeting agendas and draft minutes.
- Liaison on financial matters with Treasurer and members.
- Communication with other Masters groups (Provincial/ National), or other relevant organizations on any matters of mutual interest.
- Coordinate, in conjunction with the Executive,
 - Registration with Masters Swim Ontario (MSO) and coordination of insurance for the Club;
 - Pool schedules with City of Pickering and Toronto Pan AM Centre (TPAC) and establish appropriate contracts;
 - Coaching roster including hiring, management, and support of coaches
 - Social activities.
- Coordinate, in conjunction with the Executive, Club response to any short term crisis that may arise. Liaison, when required, regarding any issues affecting the Club e.g. coaching, pool schedules, other
- Assist the Executive to establish annual and longer term priorities to strengthen and expand Masters swimming as an adult sport in Pickering, Ontario and Canada.

VICE PRESIDENT

Member (Volunteer)

- Attend and vote at Executive meetings.
- Preforms the duties of the President in the absence or disability of the President.
- Chair meetings of the Executive when President is unable to attend.
- Liaison with Executive members on priorities and agenda for meetings.
- Assist in the approval of meeting agendas and draft minutes.
- Liaison on financial matters with Treasurer and members.
- Assist in Communication with other Canadian/Ontario Masters groups or other relevant organizations on any matters of mutual interest.
- Assist in the coordination, in conjunction with the Executive,
 - Registration with Masters Swim Ontario (MSO) and coordination of insurance for the Club;
 - Pool schedules with City of Pickering and Toronto Pan AM Centre (TPAC) and establish appropriate contracts;
 - Coaching roster including hiring, management, and support of coaches

- Social activities.
- Assist in coordinating, in conjunction with the Executive, Club response to any short-term crisis that may arise. Liaison, when required, regarding any issues affecting the Club e.g., coaching, pool schedules, other.
- Assist the Executive to establish annual and longer-term priorities to strengthen and expand Master's swimming as an adult sport in Pickering, Ontario and Canada

TREASURER

Member (Volunteer).

- Attend and vote at Executive meetings.
- Assist in the approval of meeting agendas and draft minutes.
- The Treasurer works to:
 - Review expense claims and supplier invoices, and issue cheques as required.
 - Manage the organization's banking relationships and cash flow and invest excess cash balances appropriately.
 - Provide financial updates at Executive and Member meetings.
 - Assist the external accountants in their review of the annual financial statements.
 - Draft the annual budget, modify it throughout the year based on Executive decisions, and present it at the AGM.

SECRETARY

Member (Volunteer).

- Attend and vote at Executive meetings.
- Assist in the approval of meeting agendas and draft minutes.
- Complete the roster of Executive members and arrange for approval of the membership.
- Keep on file hard and/or soft copies of minutes of all Executive and AGM meetings.
- Keep on file copies of the current Insurance Certificates, Pool Contracts, Coach Contracts,.
- Keep on file other documents as requested by the Executive.

CHAIR, COMPETITION

Member (Volunteer)

- Attend and vote at Executive meetings.
- Assist in the approval of meeting agendas and draft minutes.

- Develop plan/strategy for membership participation in MSO/other sanctioned swim meets.
- Set up members work groups as required.
- Record the meets, the numbers of swimmers, swims and number of records achieved.
- Record the key senior officials.

CHAIR, MARKETING & COMMUNICATIONS

Member (Volunteer)

- Attend and vote at Executive meetings.
- Assist in the approval of meeting agendas and draft minutes.
- Develop communications strategies
- Provide strategic input and participate in organization's advocacy activities.
- Build awareness within the masters swimming community
- Expand online presence of Club
- Promote new and existing Club programs/challenges
 - Build an Club apparel line e.g. bathing caps, T-shirts, other
 - Seek out long term sponsors/sponsorships
- Set up members work group as required.
- Work collaboratively with the Executive and volunteers in the promotion and of the Club brand and logo management.
- Alongside the President, act as media spokesperson for the Club when necessary.

REGISTRAR

Member (Volunteer)

- Respond to telephone calls. Provide information and direction.
- Respond to email inquiries. Provide information and suggested links.
- Update club listings.
- Process member registrations.
- Follow up with problems from member registrations.
- Advise webmaster of club changes.
- Liaison with Meet Managers regarding mailing lists, confirmed registered swimmers.
- Liaison with Club contacts.
- Provide statistical information to MSO Board members as requested.
- Attend to any other related items that arise.

OTHER