

Club Officer Duties and Responsibilities

President

1. Represents the Club at all activities outside of normal Club operations.
2. Schedules and presides over monthly business meetings.
3. Attends and supports Club events
4. Authorizes the expenditure of funds and use of Club resources.
5. Acts as Event Coordinator for four or more activities per year.

Vice President (s):

1. Acts as Event Coordinator for four or more activities per year.
2. Attends monthly business meetings
3. Supports activities and initiatives of the President.
4. Attends and supports Club events

Secretary:

1. Assists the President with agenda and note-taking for monthly business meeting
2. Maintains the membership roster on Access database
3. Maintains iContact email distribution list
4. Communicates with Club members concerning events and activities
5. Attends and supports Club Events
6. Records and reports upon the results of the annual election of officers

Treasurer:

1. Prepares a Treasurer's Report prior to each business meeting.
2. Pays invoices for Club expenses
3. Reimburses Club officers for authorized out-of-pocket expenses.
4. Receives and records all membership funds
5. Attends and supports Club Events

Editor:

1. Solicits articles and materials for eNewsletters
2. Coordinates distribution of newsletters with Club Secretary.
3. Seeks and solicits information and maintains Club website.
4. Attends and supports Club Events.

Shared Responsibilities:

- Publication and distribution of Club Newsletter
- Procurement and sales of Club merchandise
- Maintain inventory of Club supplies
 - Merchandise for sale
 - Food and beverage service
 - Club support equipment
 - Feeding System
 - Two VHF radios; 4 FRS radios

Global Positioning Satellite device
Race Director Software
Underwater (dive) light
Color printer
Picnic Tables (4)
Bullhorn
2 gas stoves
Black Cambro coffee container
Gatorade container
Club flag and flag pole
Club Banner

- Support Annual Awards Banquet
- Support 2 Annual competitive events

Note: Officers are not expected to attend every event. The Swim Club sponsors 1 event per month. Major events include:

- Annual Polar Bear event on January 1
- 2.5K Pier to Cove Swim and fundraiser in June
- Annual Nite Owl Swim in July
- Tour of Buoys 5-mile and 1.5-mile events in August
- Year end party at La Jolla Bridge Club in November

Other minor (monthly) events typically entail setting up tables on a Saturday or Sunday morning with hot beverages, snacks and Club merchandise.