

LOP Piranhas Board Position Explanation of Roles

Role	Responsibilities
President	Report status of Piranha affairs to the membership as required. Lead the board, team, and represent the team at SFSL; may appoint an SFSL rep; lead the appointment of board members; serve as liaison to other team and SFSL activities; Promote and improve the quality of all activities; in cases where the president cannot complete his/her term, duties will shift to Vice President until a new President is appointed by the board; the president shall assess the effectiveness of committees and lead for the improvement of positions and roles
Vice President/ Meet Manager	Assist and support the President; responsible for swim team equipment, storage and inventory, and replacement when needed; Serve as equipment meet manager to coordinate the set up and take down of sound system, timing, system, and shade for all home meets; may appoint a meet manager or direct volunteers to accomplish meet set up and take down needs; oversee clean up and trash collection; announce or coordinate with meet starter and announcer.
Secretary	Responsible for correspondence to the board, and minutes and records of board meetings; record the proceedings of board and membership meetings; book all facilities for swim meets, meetings, and parties; complete necessary forms for reservations and coordination with LOP administration; at home meets check bathrooms for supplies; notify LOP Security of Guest team and non-LOP-member swimmer lists for gate entry
Treasurer	Treasurer serves as book keeper and controller of the bank accounts for the Piranhas; make collections and disbursements under the direction of the President; render monthly and annual financial reports; compile and keep the roster up to date; ensure sufficient change is available for home meet food sales; report on annual budget by accounts as established for managing the finances.
Volunteer Coordinator	Create the volunteer sign-up sheets; post sheets and vacancies; working with assistants, contact each volunteer prior to each meet duty to assure they are aware of their role; manage the volunteer equipment and forms so each meet has the necessary items for timing, forms, and supplies; work with vice president to assure stroke and turn judges are trained and assigned to judge at meets; work to fill any vacant roles for meets.
Food and Beverage Coordinator	Plan the menus for all events, and provide the food, snacks, and beverages to serve; Purchase, store, and stock all food items; transport food to the pool for each event; coordinate the ice for snow cones, and the supplies to serve all the food, including plates, cups, plasticware, straws, and ice; coordinate the accessibility of ice with LOP food and beverage manager; oversee volunteers in the food duties; clean up the food area; manage the finances of food sales, and provide records to the Treasurer of expenditures and sales, and any inventory at the end of the year
Promotions	Initiate and create all fundraising opportunities; provide advertising to promote the piranhas and sale of items; ensure enough supplies and merchandise are available to sell at swim meets; manage the inventory and storage of merchandise; oversee swim season advertisement and stories for LOP news and broadcasts; hiring of photographer for team photos day; distribute photos when ready for swimmers to take.
Web Site	Oversees the technology needs: website, sign-in process, meet results, photos for distribution and display on website, support the selection of any software or tools to automate the processes of running the team.
Computer Data Entry	Transport the computer equipment to each home meet and SFSL championship meet, oversee input of data entry volunteers, manage team roster with Treasurer to assure valid information for swim meet entry; print meet schedules, lane slips, and timing sheets; analyze meet results; provide meet results to Technology person to post on website; manage ribbon inventory and distribution of ribbon awards for meets.