



Piscine Glenmore Pool

Board Members – Responsibilities

The Board of Directors shall be responsible for the management of the business affairs and property of the Club. In addition to the powers and authorities that these By-Laws expressly conferred upon them, the Board may exercise all such powers as a Club, and do all such lawful acts and things as are not by statute or that these By-Laws direct or require to be exercised or done by the voting members of the Club at a general meeting.

The duties of each Board member would normally include the duties as outlined on the following pages and as amended by the Board of Directors should the need arise.



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Board Members – Responsibilities

President

The President shall be the Chief Executive Officer of the Club and be ex-officio a member of all committees. The President shall preside at all meetings of the Club and of the Board of Directors. The President shall be responsible for policies established by the Board of Directors and the implementation thereof either by the Directors, the Committees or by the Manager.

The President shall be responsible for the Committee (s) assigned to the position of President by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Membership relations	Dealing on a daily basis with Members, including public relations	Aquatic Staff Director
Scheduling of all pool committee meetings and related agendas		Secretary
Preparing all necessary reports required by the Board of Directors	Pool budget for approval by Board Regular updates of financials	Treasurer & Secretary
Solely responsible for all dealings with Aquatic Staff	Deals with them on a daily basis Hold meetings(2) with guards each season Attend both Aquatic Staff Evaluation sessions	Aquatic Staff Director
	Conduct twice yearly evaluations of guards by Board members	All Board members



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Board Members – Responsibilities

President (continued)

Solely responsible for all Dealings with Aquatic Staff (continued)

Deciding who amongst existing guards to rehire for the following season

Aquatic Staff Evaluations
Board Evaluations

Deciding which new guards to hire for the following season

All Board members

Selection of members of Hiring Sub-Committee Numbers and members, to be determined yearly by the Board.

This Sub-Committee is responsible for the Screening/interviews of new lifeguards, and the Hiring in conjunction with all Board members.

All Board members

Leaders

Scheduling of gate times
Scheduling of maintenance times

Aquatic Staff Director &
Head of Leaders Program

Organize camping trip or alternative outing(s)

Aquatic Staff Director &
Head of Leaders Program
All Board members

Pool Flyer

Update yearly flyer for distribution to selected households in the area

All Board members



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Board Members – Responsibilities

Past President

The Immediate Past President will be responsible for recommending changes to the Club's constitution and By-Laws, will act as Chairperson of the Nominating committee and will provide general counsel as required to the President and to the Board of Directors.

The Immediate Past President shall be responsible for the Committee (s) assigned to the position of Immediate Past President by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Regular dealings with Curling Club	Liaison with Curling Club re day to day operations, rental agreement, access to Curling Club for pool functions, etc.	President
Regular dealings with City Of Dollard	Liaison with City re capital expenditures, assistance, etc.	President
Nominating Committee	Act as Chairperson of the Nominating committee Numbers and members, to be determined yearly by the Board.	All Board members
Provide current Board with Experience gained from past service		



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Board Members – Responsibilities

Vice President (Operations)

The Vice-President (Operations) shall perform such duties as shall be assigned from time to time by the President, and in the absence of the President, the Vice-President (Operations) shall be vested with all the powers and required to perform all the duties of the President. In the absence of both the President and the Vice-President (Operations), one of the Directors shall be chosen by the meeting and shall act as chairperson of the meeting.

The Vice-President (Operations) shall be responsible for the Committee(s) assigned to the position of Vice-President (Operations) by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Duties of President (if President is unavailable)	As required by Constitution	President
Maintenance	Post season & Preseason work Repairs to - washrooms - picnic tables, chairs - pump repairs not covered by service contracts - all pool structures - all electrical apparatus - ground maintenance Ensure gas bbq canisters are refilled	
	Coordinate requirements for Pit Nights	All Board members



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Board Members – Responsibilities

Vice President (Aquatics)

The Vice-President (Aquatics) shall perform such duties as shall be assigned from time to time by the President. The Vice-President (Aquatics) shall be responsible for all aquatic functions.

The Vice-President (Aquatics) shall be responsible for the Committee (s) assigned to the position of Vice-President (Aquatics) by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
N.A.A. Functions	Ensure 2 Pool reps attend N.A.A. meetings As determined by the board on a yearly basis	All Board members
Team functions		Aquatic Staff Director
-- Swim Team	Responsible for advising Parent's of their and their Children's responsibilities.	Head Coach
	Responsible for getting the required number of officials & timers for all home & away meets.	
-- Diving team	Responsible for advising Parent's of their and their Children's responsibilities.	Head Coach
	Responsible for getting the required Number of officials for all home & away meets.	



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Board Members – Responsibilities

Vice President (Aquatics) continued

Team functions (continued)

		Aquatic Staff Director
-- Synchro	Responsible for advising Parent's of their and their Children's responsibilities.	Head Coach
	Provide assistance when requested re the purchase of team suits.	Head Coach
	Responsible for coordinating one fundraiser for synchro suits per season. Proceeds to be evenly distributed to all Synchro team members. As required/requested.	All Board members Head Coach
-- Waterpolo	Responsible for advising Parent's of their and their Children's responsibilities.	Head Coach



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Vice-President (Food Services)

The Vice-President (Food Services) will be responsible for the operations of the snack bar and other food services provided by the pool operations.

The Vice-President (Food Services) shall be responsible for the Committee (s) assigned to the position of Vice-President (Food Services) by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Snack Bar	Hire staff for snack bar operations within approved budget, prepare required schedules for each staff member.	All Board members
	Prepare snack bar selling prices vs costs	Treasurer
	Order all required supplies and arrange for receiving same, including shopping locally.	Volunteers
	Arrange for all Wednesday Lunch Specials	Volunteers
	Verify on a daily basis that cash is balanced and Submit same to the Treasurer with supporting Documentation.	Treasurer
	Liaison with other Board members and Sub-Committees for all other pool events.	All Board members



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Board Members – Responsibilities

Secretary

The Secretary shall be responsible for all the correspondence pertaining to their office and in particular, but without limiting the generality of the foregoing, the issue of notices of meetings of the Club and/or the Board of Directors of the Club and the keeping of minutes of meetings of the Club and/or of the Board of Directors. In the absence of the Secretary, a Director or an Ordinary member in good standing of the Club shall be appointed to fulfil the duties of the Secretary at a meeting of the Board of Directors or at a meeting of the Club respectively.

The Secretary shall be responsible for the Committee (s) assigned to the position of Secretary by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings	Taking, transcribing and distributing minutes of all pool committee meetings	All board members
	Advising all committee members of date(s) of meetings	President
Email	Check Pool Email on time line determined by the board and distribute to appropriate Board member for reply as follows: <ol style="list-style-type: none">1 - Complaints, Challenges, General Inquiries to the President2 - Lessons/Teams Inquiries to the V.P. Aquatics3 - Snack Bar Cv's/Inquiries to the V.P. Food Services4 - Membership/Picture Inquiries to the Registrar5 - Financial Questions (ex: Cheque Cashed) to the Treasurer6 - Maintenance/Grounds Inquires to the V.P. Operations	All board members

ALL emails sent by board members to be CC'd to the President to ensure information sharing.



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Board Members – Responsibilities

Treasurer

The Treasurer shall be responsible for the collection of dues and members' accounts, the custody of funds, payment of debt and conduct generally all of the finances and the keeping of accounts of the Club. The Treasurer shall report thereon at all regular meetings of the Board of Directors and shall have the accounts of the Club audited prior to the annual general meeting.

The Treasurer shall be responsible for the Committee (s) assigned to the position of Treasurer by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Financial System of record - Quick books		
Budgets	Prepare & complete a fully detailed budget for submission to the Board of Directors for their approval.	President
	Submit periodical budget reports to the Board of Directors during the year	President
All Income & Expenses	Prepare all documentation required to verify all income & expense items (including bank statements and supporting invoices, etc.) <ul style="list-style-type: none">- Handle all Club income- Pay all Club expenses/Payroll	President
Petty Cash	Be responsible for such petty cash and all supporting documentation.	President



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Board Members – Responsibilities

Registrar

The Registrar will be responsible for the tracking of Memberships and transferring of funds to the Treasurer as well as other administrative tasks assigned by the Board of Directors.

The Registrar shall be responsible for the Committee(s) assigned to the position of Registrar by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Registration / Membership	Prepare annual invoices to all pool members	All Board members
	Handle all registration, including documentation necessary to support all related income.	All Board members
	Prepare pool passes for members.	All Board members



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Board Members – Responsibilities

Aquatic Staff Director

The Aquatic Staff Director will be responsible for the aquatic operations, aquatic staff and Life Saving Rules & Regulations of the pool.

The Aquatic Staff Director shall be responsible for the Committee (s) assigned to the position of Aquatic Staff Director by the Board of Directors.

<u>Duty</u>	<u>Description</u>	<u>In Consultation with</u>
Attend all Board meetings		
Membership Relations	Dealing on a daily basis with members, Including public relations	President
Aquatic Staff	Assist in Hiring all necessary Aquatic Staff	Hiring Sub-Committee
	Train all necessary Aquatic Staff, including ongoing weekly training.	Asst. Mgr. and/or Senior Staff
	Complete and conduct Aquatic Staff Evaluations at mid & end of season	Senior Aquatic Staff/President
	Submit rehiring recommendations for Aquatic Staff for following season as part of year end reports	President
Lessons	Prepare up to date records of children taking lessons and what level they are in, Pass/Fail reports, report cards, etc.	All Lifeguards All Board members



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Board Members – Responsibilities

Aquatic Staff Director (continued)

Schedules	Prepare all staffing schedules for Aquatic Staff, Lessons, Leaders Program, Meets, etc.	President
Leaders	Prepare all schedules for Leaders (Gate, Maintenance, Lessons, etc.)	Head Leaders Program President
	Review all applications to join Leaders Program to ensure that applicants meet Glenmore's standards for this program.	Head Leaders Program President
	Ensure there are sufficient Aquatic Staff in attendance at all Leaders outings	Head Leaders Program President
Team bathing suits, etc.	Ensure selection of synchro suits, Club bathing suits, swim caps, etc.	Head Synchro Coach V.P. (Aquatic)/President if requested
Aquatic Meets	Responsible for advising all children that they are to compete.	All Head Coaches V.P. (Aquatics)
Pump House	Provide ongoing training for all Aquatic Staff re operations of pumps, etc.	All Aquatic Staff V.P. (Operations)
Events (if held)	Fun Days & Family Parties Swim-A-Thon Teams BBQ Water Polo A-Thon Lost & found auction	V .P. (Food Services) & all other Board members