

## **Pool Board Job Descriptions**

### **All Board Members are responsible for:**

- Attending monthly board meetings
- Assisting in pool functions such as social activities
- Assisting with repairs and maintenance to prepare the pool for opening and closing each year.

### **Vice President/Operations:**

- Oversee the opening and closing of pool facilities each year, arranging for needed repairs or purchases of equipment, chemicals and furniture.
- Coordinate with pool board and treasurer to establish budget for pool repairs, capital expenditures and operating cost.
- Arrange for any 3rd party contractors to perform work associated with operations or maintenance of pool.
- Assist Pool Manager in preparing for annual pool inspection by Orange County.
- Monitor water quality and chemical levels during season, providing advice and assistance to pool manager.

### **Lifeguard Director:**

- Hire a manager each summer to direct the operations of the pool. Monitor the manager's job performance.
- Hire a CPO with the advice of the Vice President. Assist the manager in the hiring of the staff for the pool.
- Purchase the equipment for the lifeguards (suits, whistles, backboard, etc).
- Monitor and set the payroll for the season. Determine the lifeguard budget for the season.
- Work with the manager to stay within the budget.
- Assist the manager with lifeguard and member management when necessary.
- Notify the manager of Board of Directors meetings and decisions.

### **Membership Director:**

- Member correspondences — write and distribute information to current members, new and visiting members, and those members who resign or take leaves of absence.
- Create materials for special programs such as free day swims for potential members, the referral program, etc.
- Contact real estate agents to include Ridgewood information in house packets. Write and send letters to new neighbors. Place advertising as necessary and pursue media coverage.
- Write and update rules, rentals and other information.
- Copy and keep pool staff supplied with all member-related forms — applications, medical forms, membership cards and other information sheets.
- Receive calls from current and potential members about the pool.

- Help technology director with membership and marketing information for Web site.

**Technology/Secretary Director:**

- Maintain the pool website including creation and update of functionality.
- Define and operate within the budget. Define the tools to maintain the site.
- Work with the board to define new technologies that will improve the services offered at the pool.
- Assist other directors in their duties as needed
- Take and edit minutes of monthly meetings

**Social Director:**

- Submit calendar of events prior to the mailing of the annual membership letter in March of each year
- Keep membership informed about upcoming events at the pool through posters, blackboard/whiteboard and email notifications.
- For each event, provide or have someone provide supplies and activities including:
  - Decorations
  - Paper and plastic wear
  - Beverages and food
  - Audio and visual equipment
  - Games
  - Assist with or assign clean-up after the event

**Treasurer:**

- Maintain financial records
- Pay bills
- Work with accountant in reconciling books, processing payroll, filing tax return, paying payroll taxes
- Interface with insurance companies
- Keep track of Sales & Use tax and make payments
- Provide financial advice to the board
- Create a budget and guide the board through the budgeting process
- Work with Quick Books
- Help train guards in cash box processes
- Implement financial controls
- Maintain customer records
- Invoice customers
- Set up and maintain Paypal account for on-line payments

**Swim Team:**

The Swim Team Parent Reps provide a support system for the swim program by fulfilling many of the Team's administrative duties such as registration, swim suit & T-shirt orders,

roster compilation, running swim meets and social functions. Parent volunteers maintain the team structure to allow our coaches to devote their attention to coaching swimming and building a relationship with the team. This provides the children with the maximum enjoyment of a competitive swimming environment. Ridgewood has 2 parent reps and Chapel Hill Country Club has 2 parent reps to form a team of 4 to help run the team. At least two Parent Reps represent CHCCR at all meetings of the Chapel Hill Summer Swim League and vote on all matters of league business.

Duties of Swim Team Parent Reps (including but not limited to . . .)

- Parent Reps attend CHSSL meetings and cast the team's two votes in the league.
- Search for, evaluate and recommend applicants for all coaching positions.
- Run the team
- Designate committees and positions of responsibility for team functions.
- Recruit all volunteers needed to adequately conduct swim meets within the requirements of the Chapel Hill Summer Swim League.
- Act as Meet Director for all meets.
- Manage all team expenditures and funds.
- Select and order team swimsuit, caps, and T-shirts.
- Purchase any equipment or supplies necessary for the functioning of the team.

**Operations/Facilities Assistant (Half-time position):**

This person supports the Vice-President/Operations board position, as a helper and back up. Duties include assisting with the opening and closing of the pool and being on-call during the season to address facilities issues.