

	<b>Policies and Procedures</b>		Policy #
	Name: Job Description – Vice President		2003-001
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	Approved by:	Page: 1	

**SCOPE**

The following outline the various tasks and responsibilities that are to be undertaken by the Vice President of the Club. The Vice President is expected to carry out these responsibilities; however they may delegate certain activities to other club members when support and assistance is required.

**DEFINITION**

The Vice President shall:

- Be prepared to step in when the President is unavailable.
- Assist the President whenever necessary.
- Designate a Chairperson for the Membership Committee (2-3 members).
- Speak to all of those persons who have not handed in their registration packages with payments on time for the beginning of the season (September – October).
- Chair the Nominating Committee and shall speak with club members regarding their application for Board positions which become available for the Annual General Meeting in late spring (April - May).
- Serve on the Budget Committee to prepare the new budget for approval at the Annual General Meeting (May).
- Serve on the Personnel/Hiring Committee (May – June).
- Act as Travel Coordinator. (2004 - Currently done by the Head Coach)
- Record family participation points or fundraising points (if applicable).
- Recruit club members to assist with registration events at all pools, including swim tryouts for competitive programs (once per year) and I Can Swim (three times per year).
- Organize all participants, activities, forms, handouts, equipment, banners, giveaways, etc. associated with registration events.
- Be responsible for recruiting and designating a Pool Parent at each pool that we run our programs from.