

Board of Directors Roles & Responsibilities

President & Past President (ex officio)

Approximate commitment of 15-20 hours per month - 2 year term plus 1 year as ex-officio

Oversees the operations and administrative functions of the club, providing leadership to achieve the vision, mission, and objectives of the NCSA. Acts as a point of contact for members, being available to address questions, concerns, or comments in a reasonable and timely manner.

Serves as an ex-officio member on all NCSA memberships, networks, committees, and task groups.

Ensures effective communication between NCSA staff and the membership, making certain that important information is shared appropriately.

Oversees the preparation of audited financial statements for submission to the Board of Directors, and ensures that necessary financial information is prepared for presentation at the Annual General Meeting (AGM). Maintains compliance with CAFT and E-transfer protocols (Payroll).

Facilitates (or appoints a member of the Executive to facilitate) the Annual General Meeting, Special General Meetings, Board of Directors Meetings, and Executive Committee Meetings, including oversight of board member protocol, decorum, liaison activities, and communications.

Maintains a working knowledge of NCSA policies, the code of ethics, bylaws, rules, and regulations, and makes a reasonable effort to become proficient in these documents during the term.

Possesses a general understanding of AGLC, Corporate Registries, Swim Alberta, and Swim Canada policies, procedures, rules, and regulations.

Issues public statements on behalf of NCSA, including board meeting updates and other timely documentation or information required by the membership and staff.

Partners with the Club's Head Coach to ensure club goals and objectives are met, ideally meeting three to four times per year to address concerns and provide updates on relevant issues.

Leads, along with the executive board, all remuneration processes related to the Head Coach/Director of Swimming, utilizing performance review templates and measurable performance metrics.

Completes a monthly report summarizing the previous month's activities, undertakings, task completions, and project updates, which also includes membership recognition.

Sits for one year ex-officio at the end of the term as President to support the incoming President

and ensure transference of knowledge.

This position is currently **Filled** Current term expires: October 2026

If you are interested in running for a Board of Directors role, please submit an expression of interest prior to August 31st. If positions become vacant during the year, interested candidates will be contacted.

Vice President

Approximate commitment of 15-20 hours per month - 2 year term

The Vice President works closely with the President in the day-to-day operations of the club and is responsible for the overall planning and implementation of actionable initiatives for the NCSA, as well as undertaking other duties as assigned by the President.

They maintain compliance with CAFT and E-transfer standards for payroll processes.

In the absence of the President, the Vice President chairs meetings and is well-versed in NCSA policies, the code of ethics, bylaws, rules, and regulations, making a reasonable effort to develop proficiency over the course of their term. The Vice President is expected to preside over two board meetings annually to gain experience in parliamentary procedure and board governance, supporting the board's two-year term transitions.

They are responsible for conducting membership exit surveys and leading the committee tasked with designing, developing, executing, compiling, and submitting the results of the annual club survey to operations and administration.

The Vice President also serves as the authority and partner to the Team Manager in overseeing all parent committee activities, supporting the Directors at Large. They are responsible for promoting a culture of volunteerism among members and intervening when participation levels are not met.

Finally, the Vice President completes a monthly report summarizing the previous month's activities, undertakings, and the completion of tasks or projects.

This position is currently **Filled** Current term expires: October 2025

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Treasurer

Approximate commitment of 15-20 hours per month - 2 year term

As a member of the Executive Committee, the Treasurer attends and actively participates in decision-making on behalf of the club.

The Treasurer maintains compliance with CAFT and E-transfer standards for payroll and ensures proper financial policies and procedures are developed, regularly reviewed, and consistently followed. They are responsible for making recommendations regarding financial controls and identifying potential funding sources or schemes as appropriate.

Ongoing communication is maintained with the Bookkeeper, Board of Directors, contracted and staffed employees, parents, and during the transition of a new Treasurer, ensuring a smooth handover.

The Treasurer oversees the preparation and presentation of the club's annual operating budget and financial plan, working collaboratively with the Head Coach, Bookkeeper, and President, beginning in April or May.

A monthly Treasurer's Report, including a financial statement summarizing the prior month's activities, must be completed and uploaded to the shared drive by the Friday before each monthly Board Meeting.

The Treasurer ensures the preparation and presentation of regular financial reports related to the NCSA operating budget - including any required AGLC Casino reports and Grant & Sponsorship Reconciliation reports - and presents these at Board of Directors meetings.

They are responsible for overseeing the preparation of audited financial statements for submission to the Board of Directors and their presentation to the general membership at the Annual General Meeting.

The Treasurer manages and directs the activities of the NCSA Bookkeeper, ensuring that all financial correspondence between the Bookkeeper and Treasurer is reviewed. While the Bookkeeper handles operational tasks such as processing statements, receipts, facility and swim meet invoices, parent inquiries, and employee invoices, the Treasurer is responsible for verifying and ensuring adherence to financial policies.

They verify, approve, and release all payroll via CAFT at the end of each month and also verify and approve the Bookkeeper's monthly invoice.

The Treasurer is responsible for ensuring all salary changes and benefit updates are communicated to the benefits provider.

The Treasurer works with the Director of Fundraising & Marketing to ensure sufficient funds are levied through grants; sponsorships; and fundraising activities, and these funds are reconciled to the appropriate parties on an annual basis.

Financial Institution Responsibilities:

- Maintain responsibility for the RBC FOB.

- Update bank signers with the Secretary following Corporate Registries' updates to the Executive Board.
- Monitor all bank accounts, loans, credit cards, and GICs.

Budget to Actual Monitoring:

- Update the financial information from QuickBooks (with regular updates provided by the Bookkeeper).
- Maintain and monitor the cash flow tab.

This position is currently Filled ▾ Current term expires: October 2026

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Secretary

Approximate commitment of 10-15 hours per month - 2 year term

The Secretary is responsible for updating the newly elected Board of Directors through form submissions, preferably by email to expedite Board changes for Corporate Registries, and works alongside the Treasurer to ensure these updates are forwarded to the club's current banking partners, facilitating a seamless transition for payroll processes (CAFT and E-transfers).

They manage the preparation and filing of the Societal Annual Returns and handle all necessary communications, updates, and changes with Corporate Registries.

The Secretary oversees the preparation of the NCSA Annual Report and its presentation at the Annual General Meeting.

They ensure accurate minutes are recorded for all meetings of the general membership, Board of Directors, and Executive Committee, and are responsible for collecting and compiling reports from the Board of Directors.

Ensures the NCSA Website Board of Directors section is up to date, and all Meeting Minutes and Director Reports are forwarded to the Team Manager for upload to the Website following each Board Meeting.

The Secretary is tasked with maintaining the NCSA's objects, bylaws, policies, and procedures, ensuring that any amendments are promptly entered into official records upon approval.

The Secretary ensures that all Parent Committees and affiliated roles have up to date Terms of Reference, and these are kept up to date on the Team Website.

They act as the parliamentarian at all meetings, maintaining custody of the organization's official documents, and coordinate with the Team Manager to book in-person meetings as needed.

Additionally, the Secretary administers the digital link for virtual meetings and distributes the monthly meeting package, which includes board reports. They are responsible for sending updated meeting report files to the Team Manager or the individual responsible for website updates, ensuring membership is informed and transparency is maintained regarding current, ongoing, and completed tasks or projects.

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Director of Fundraising & Marketing

Approximate commitment of 10-15 hours per month - 2 year term

The Director of Fundraising and Marketing is responsible for leading the fundraising strategy and marketing initiatives for NCSA. This role provides oversight to all fundraising team activities and related committees, while also supporting the club's communication efforts to promote engagement, professionalism, and visibility within the community. Attends monthly Board Meetings and any applicable supplemental planning meetings and working groups. May be assigned additional responsibilities and working groups as needed by the President.

Fundraising Strategy and Committee Oversight

- Oversees all fundraising-related committees and ensures alignment with club goals and financial needs.
- Collaborates with the **Fundraising Coordinator** to identify and apply for grants and sponsorship opportunities.
- Maintains relationships with donors and sponsors, ensuring timely recognition and visibility.
- Updates the **Donors & Sponsors** page on the club website annually to reflect current partnerships and contributions.
- Supports the **Awards and Prize Committee Chair** to ensure a program of acquisition and distribution of awards and prizes is maintained at swim meets.

Marketing and Communications Support

- Supports the **Marketing and Social Media Coordinator** in the development and execution of a communication plan.
- Ensures consistent and professional promotion of the club through the website, social media platforms, and at events.
- Works to enhance stakeholder engagement and public awareness of NCSA activities and accomplishments.

Reporting and Board Communication

- Prepares reports for each fundraising and marketing committee to be presented at Board meetings.
- Provides **Committee Report** updates on committee activities, needs, and progress to ensure board awareness and involvement.
- Collaborates with the Fundraising Coordinator to develop and present reports on grant applications and sponsorship status.

Annual Planning and Proposal Development

- Prepares an annual **Fundraising Proposal** each January, outlining proposed activities and campaigns for the upcoming season.
- Updates the proposal in June following the Budget meeting to confirm event dates and finalize fundraising plans.

This position is currently **Filled** Term expires: October 2026

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Director of Competition

Approximate commitment of 10-15 hours per month - 2 year term

The Director of Competition is responsible for the successful planning and execution of all NCSA-hosted meets, providing oversight and leadership to related committees and ensuring efficient coordination of parent volunteers and event logistics. Attends monthly Board Meetings and any applicable supplemental planning meetings and working groups. May be assigned additional responsibilities and working groups as needed by the President.

Meet Oversight and Committee Coordination

- Oversees the organization and operation of all NCSA-hosted meets and ensures smooth collaboration among associated committees.

- Provides guidance and support to the **Meet Management Coordinators, Officials Coordinators** and **Hospitality Chair**, addressing any challenges and escalating issues to the Board as needed.
Prepares and presents committee reports at Board meetings to keep leadership informed of progress and needs.

Documentation and Governance

- Develops and maintains up-to-date **Terms of Reference** for the following committees:
 - **Meet Management**
 - **Officials Coordinators**
 - **Hospitality Committee**
 - **Awards & Prizes Committee** (in collaboration with Director of Fundraising)
- Ensures committee responsibilities and expectations are clearly documented and followed.
- Provides **Committee Report** updates on committee activities, needs, and progress to ensure board awareness and involvement.

Collaboration and Communication

- Works in partnership with the **Director of Fundraising & Marketing** to support the **Awards & Prizes Committee**.
- Coordinates to ensure that a **marketing and social media plan** is developed and implemented for each Hosted Meet to promote participation and highlight event success.

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Director of Events

Approximate commitment of 10-15 hours per month - 2 year term

The Director of Events is responsible for the oversight and coordination of all NCSA social event committees, ensuring successful planning and execution of events that build community and support club values throughout the season. Attends monthly Board Meetings and any applicable supplemental planning meetings and working groups. May be assigned additional responsibilities and working groups as needed by the President.

Committee Oversight and Support

- Oversees all social event committees and ensures they are active and prepared at the start of each season.
- Provides direct support to the **Social Events Chair** and **Community Events Chair**, helping ensure their roles are clearly defined and supported.
- Ensures each committee has a clear and actionable plan to deliver events on time and within budget.

Documentation and Accountability

- Develops and maintains up-to-date **Terms of Reference** for social event committees:
 - **Parent & Swimmer Social Committee** (or Retreat Committee)
 - **Parent & Swimmer Event Crew** (or Retreat Event Crew)
 - **Parades Committee**
 - **Awards Banquet Committee**
- Establishes orientation and accountability structures to support effective volunteer coordination and event delivery.
- Provides **Committee Report** updates on committee activities, needs, and progress to ensure board awareness and involvement.

Collaboration and Policy Implementation

- Works collaboratively with other Directors to ensure **Safe Sport policies** are upheld across all events and activities.
- Supports alignment between event planning and club-wide initiatives, contributing to a safe, inclusive, and engaging environment for all participants.

This position is currently **Filled** Term expires: October 2026

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Director of Special Projects

Approximate commitment of 10-15 hours per month - 2 year term

The Director of Special Projects is responsible for supporting the development and implementation of new initiatives that foster a positive club culture, enhance communication, and strengthen connections within the NCSA community. Attends monthly Board Meetings and any applicable supplemental planning meetings and working groups. May be assigned additional responsibilities and working groups as needed by the President.

Initiative Oversight and Development

- Oversees the **Squad Parents Initiative**, the **Waves Swimmer Wellness Initiative** and the **Swimmer Give Back Initiative**, ensuring each program supports engagement and aligns with club values.

Documentation and Accountability

- Develops and maintains **Terms of Reference** for associated initiatives to clarify roles, expectations, and processes.
- Provides regular Committee Reports at Board meetings, offering updates on progress, challenges, and outcomes.

Collaboration and Communication

- Works closely with the **Team Manager** and **Vice-President** to establish clear communication channels between Coaches and Squad Parents.
- Ensures initiative planning and execution are well coordinated and support a positive experience for athletes and families.

Safe Sport and Club Alignment

- Collaborates with other Directors to ensure **Safe Sport policies** are consistently upheld across all club initiatives and events.
- Contributes to the strategic vision of the club by supporting projects that promote inclusivity, well-being, and strong internal relationships.

This position is currently **Vacant** Term expires:

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