

# President

Term	Annual beginning and ending on October 1								
Type	Elected								
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Season	Average Hours/Month								
Off (OCT-MAR)	4 (2 hours board meetings, 2 hours other)								
In (APR-SEP)	8 (4 hours board meetings, 4 hours other)								
Annual									
Compensation	Free One Year Membership								
Voting	Yes – Only casts tie-breaking vote if rest of Board is split								
Description Per 1988 Bylaws	The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business affairs of the corporation. The president shall preside at all meetings of the members and of the Board of Directors. S/he may sign with the Secretary or any other proper officer of the corporation authorized by the Board of Directors any deed, mortgages, bond contracts, or other instruments which the Board of Directors shall authorize to be executed.								
Duties	<ul style="list-style-type: none"> <li>▪ Call Board meetings as business needs dictate; produce agendas; chair utilizing Robert's Rules of Order</li> <li>▪ Notify Washington Mutual Bank about signature card file changes via annual letter or more frequently as the situation changes</li> <li>▪ Edit and secure Board approval on quarterly newsletters</li> <li>▪ Coordinate communication to membership (newsletters, email, phone) with Secretary</li> <li>▪ Work with Treasurer to ensure all insurance policies (General Liability, Directors &amp; Officers, Workman's Comp) are paid on time and remain in good standing</li> <li>▪ Work with Treasurer to ensure all taxes are paid on time</li> <li>▪ Appoint Annual By-Law committee to review and make recommendations to Board on changes/updates as needed</li> <li>▪ Secure annual Board agreement and Member communication of: <ul style="list-style-type: none"> <li>○ New &amp; Existing Member rates and discounts</li> <li>○ Pool Rules</li> <li>○ Guest Fees</li> </ul> </li> <li>▪ Work with Treasurer and Vice-President to establish annual budget</li> <li>▪ Monitor Voice / Announcement mailbox to provide timely communications with new or prospective members</li> <li>▪ Be visible and available to the general membership for questions and / or feedback during the season</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Lead coordination of Annual Meeting and Board elections</li> </ul>								

# Vice President

Term	Annual beginning and ending on October 1									
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In (APR-SEP)	6 (4 hours board meetings, 2 hours other)									
Annual										
Compensation	Free One Year Membership									
Voting	Yes									
Description Per 1988 Bylaws	In the absence of the President or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.									
Duties	<ul style="list-style-type: none"> <li>▪ Key contact person for Campbell Christian / Primary Plus (PP) <ul style="list-style-type: none"> <li>○ Communicate Board contact info annually</li> <li>○ Communicate Annual program/lesson fees, session dates</li> <li>○ Communicate PP swim class rosters to Aquatics Manager</li> <li>○ Work with PP and Aquatics Manager to ensure all PP classes are filled to capacity</li> <li>○ Ensure PP students have paid in full prior to class session start</li> <li>○ Ensure all lesson fees are received by Treasurer</li> </ul> </li> <li>▪ Coordinate gate key distribution and collection with Facility Manager</li> <li>▪ Work with Treasurer and President to establish annual budget</li> <li>▪ Monitor Voice / Announcement mailbox to provide timely communications with new or prospective members</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>									

# Secretary

Term	Annual beginning and ending on October 1	
Type	Elected	
Average Monthly Time Commitment	Season	Average Hours/Month
	Off (OCT-MAR)	3 (2 hours board meetings, 1 hours other)
	In (APR-SEP)	6 (4 hours board meetings, 2 hours other)
	Annual	
Compensation	Free One Year Membership	
Voting	Yes	
Description Per 1988 Bylaws	The Secretary shall keep the minutes of both the Board of Directors and General Membership meetings in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of the by-laws, or as required by law; be custodian of the corporate records and of the seal of the corporation, and see that the seal of corporation is affixed to all documents, the execution of which by the corporation under its seal is duly authorized by the Board of Directors.	
Duties	<ul style="list-style-type: none"> <li>▪ Record, communicate, post and archive (electronically) minutes for all Board and General Membership meetings</li> <li>▪ Build and maintain annual membership database and communicate updates and metric reports (i.e. new vs. returning members) to Board members monthly</li> <li>▪ Organize, hold and maintain corporate records (i.e. insurance documents)</li> <li>▪ Coordinate printing, stuffing and sending all member mailings</li> <li>▪ Print annual member application form (rates, gate keeping, contact info) – ensure copies are available at the club and work with webmaster to ensure timely posting on the website</li> <li>▪ Print and distribute annual member information packets</li> <li>▪ Monitor web-based voice mailbox to provide timely communications with new or prospective members</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>	

# Treasurer

Term	Annual beginning and ending on October 1									
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Average Monthly Time Commitment	<table border="0"> <tr> <td>Season</td> <td>Average Hours/Month</td> </tr> <tr> <td>Off (OCT-MAR)</td> <td>3 (2 hours board meetings, 1 hours other)</td> </tr> <tr> <td>In (APR-SEP)</td> <td>6 (4 hours board meetings, 2 hours other)</td> </tr> <tr> <td>Annual</td> <td></td> </tr> </table>	Season	Average Hours/Month	Off (OCT-MAR)	3 (2 hours board meetings, 1 hours other)	In (APR-SEP)	6 (4 hours board meetings, 2 hours other)	Annual		
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In (APR-SEP)	6 (4 hours board meetings, 2 hours other)									
Annual										
Compensation	Free One Year Membership									
Voting	Yes									
Description Per 1988 Bylaws	The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for money due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies of other depositories as shall be selected by the Board of Directors.									
Duties	<ul style="list-style-type: none"> <li>▪ Receive and be the custodian of all funds of the Corporation, depositing them into financial institutions approved by the Board</li> <li>▪ Maintain accurate records of accounts via QuickBooks or other Board approved financial software</li> <li>▪ Pay all approved and/or budgeted expenses by check, countersigned by the President if amount requires</li> <li>▪ Along with the President, work with Board approved CPA to coordinate the preparation and filing of all required tax returns and financial reports</li> <li>▪ Prepare and submit monthly and annual financial statements to the Board</li> <li>▪ Serve as key contact person with payroll company to ensure: <ul style="list-style-type: none"> <li>○ Annual payroll set-up</li> <li>○ Communication of employee hours</li> <li>○ Timely mailing of W2 forms</li> <li>○ State &amp; Federal Tax Filings</li> <li>○ State &amp; Federal Tax Payment</li> </ul> </li> <li>▪ Manage Club's PayPal account</li> <li>▪ Work with President and Vice-President to establish annual budget and present to Board for discussion and approval</li> <li>▪ Collect and deposit cash from ice-cream and guest fees on a weekly basis during swim season</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>									

# Lifeguard Manager

Term	Annual beginning and ending on October 1									
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In (APR-SEP)	8 (4 hours board meetings, 4 hours other)									
Annual										
Compensation	Free One Year Membership									
Voting	Yes									
Description	The Lifeguard Manager is the key point person for all matters concerning the Club lifeguards and swim instructors.									
Duties	<ul style="list-style-type: none"> <li>▪ Ensure effective and timely recruitment and hiring of certified lifeguards &amp; swim instructors</li> <li>▪ Propose and gain approval from Board on annual pay scales prior to hiring</li> <li>▪ Propose and gain Board approval on lifeguard season start/stop dates</li> <li>▪ Key contact for all lifeguards – must provide them with phone and email contact information</li> <li>▪ Work with Pool Manager to establish and communicate (verbally and in writing) pool rules and job responsibilities to all lifeguards and swim instructors</li> <li>▪ Maintain and communicate hourly staffing schedule for all lifeguards and swim instructors, planning around employee vacation schedules and back-to-school dates</li> <li>▪ Communicate employee hours worked to Treasurer for correct bi-weekly submission to payroll company</li> <li>▪ Evaluate status and purchase lifeguard equipment (i.e. first aid supplies, whistles, etc... as needed)</li> <li>▪ Work with Hospitality Manager to ensure additional lifeguard staffing for parties and special events as needed</li> <li>▪ Develop end-of-season performance reviews for all Lifeguard and Swim Instructors (incorporating member feedback if possible) and make rehire recommendations to the Board</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>									

# Swim Lesson Manager

Term	Annual beginning and ending on October 1									
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In (APR-SEP)	8 (4 hours board meetings, 4 hours other)									
Annual										
Compensation	Free One Year Membership									
Voting	Yes									
Description	The Swim Lesson Manager is responsible for maximizing revenue generated through Club swim lessons.									
Duties	<ul style="list-style-type: none"> <li>▪ Review current swim lesson program and propose growth opportunities to Board (i.e. weekend classes, evening classes, individual instruction, further segmentation by ability level, multiple class discounts, etc...)</li> <li>▪ Develop yearly swim lesson program (session dates, class schedules, member/non-member rates, etc...)</li> <li>▪ Develop yearly swim lesson sign-up form - coordinate timely website posting with webmaster and ensure hard copies are available at the Club gate</li> <li>▪ Generate increased awareness of and participation in Club swim lesson program by             <ul style="list-style-type: none"> <li>○ Developing a swim lesson brochure/flyer</li> <li>○ Disseminating Club swim lesson information throughout the community (i.e. community bulletin boards, Club and other websites, brochure/flyer distribution via Primary Plus and Campbell Christian, elementary school newsletters, bulk mailing to San Tomas West Neighborhood, door-to-door distribution, etc...)</li> </ul> </li> <li>▪ Coordinate collection of all swim lesson fees and ensure all money is received by Treasurer</li> <li>▪ Develop and maintain swim lesson database for future swim lesson and Club mailings</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>									

# Pool Manager

Term	Annual beginning and ending on October 1	
Type	Elected	
Average Monthly Time Commitment	<p><b>Season</b></p> <p>Off (OCT-MAR)</p> <p>In (APR-SEP)</p> <p>Annual</p>	<p><b>Average Hours/Month</b></p> <p>4 (2 hours board meetings, 2 hours other)</p> <p>12 (4 hours board meetings, 8 hours other)</p>
Compensation	Free One Year Membership	
Voting	Yes	
Description	The Pool Manager is responsible for ensuring a clean, safe and enjoyable swimming environment for members and all Club guests	
Duties	<ul style="list-style-type: none"> <li>▪ Ensure daily application of chlorine and other required pool chemicals during swim season (self or via lifeguards) during swim season</li> <li>▪ Ensure daily check of skimmer baskets and pool water level and adjust as required (self or via lifeguards) during swim season</li> <li>▪ Ensure daily test of pool alkalinity and pH and adjust as required to ensure balance and prevent cloudy or irritating water (self or via lifeguards) during swim season</li> <li>▪ Ensure safe and secure storage of all pool chemicals and supplies</li> <li>▪ Brush pool walls, vacuum floor and backwash filter on weekly basis during swim season</li> <li>▪ Maintain clean and safe pump room</li> <li>▪ Monitor pool and pump room conditions and recommend improvements and/or needed repairs (with cost estimates) to the Board on a timely basis</li> <li>▪ Prepare pool maintenance directions &amp; training materials for lifeguards</li> <li>▪ Work with Lifeguard Manager to establish and communicate (verbally and in writing) pool rules and job responsibilities to all lifeguards and swim instructors</li> <li>▪ Maintain clean and safe pump room</li> <li>▪ Schedule pool inspection with Santa Clara County Health officer; report event and status to Board.</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>	

# Hospitality Manager

Term	Annual beginning and ending on October 1	
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Compensation	Free One Year Membership	
Voting	Yes	
Description	The Hospitality Manager is the key contact for members interested in scheduling parties or other events at the Club. This position is also responsible for the communication and scheduling of gate keeping shifts for all members that choose not to buy out of this requirement.	
Duties	<ul style="list-style-type: none"> <li>▪ Receive member requests (voice and/or email) regarding party/event hosting requests at the Club</li> <li>▪ Work with web-master to ensure party/event information is posted on the Club web-site (names, dates and times) – post same information at the Cabana on a bi-weekly basis</li> <li>▪ Ensure those hosting parties complete a Party Agreement form detailing requested time and date, number of swimmers, etc...</li> <li>▪ Ensure those hosting parties pay rental fee (based on number of swimmers and additional lifeguard if needed) and clean-up deposit check prior to party date and that rental fee is received by Treasurer</li> <li>▪ Ensure adequate clean-up is completed after party and return deposit check to party host</li> <li>▪ Ensure communication of gate-keeping policy to all new and returning members (via member application form)</li> <li>▪ Personally follow-up with all members to schedule gate keeping shifts and publish agreed to times/dates on member calendar and at Club on weekly basis</li> <li>▪ Follow-up with members who cannot or do not want to gate keep on alternative volunteer efforts and present to Board for approval</li> <li>▪ Lead planning/coordination efforts for Board approved social functions</li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Participate in annual pre and post season work parties</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>	



# Facilities Manager

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Annual										
Compensation	Free One Year Membership									
Voting	Yes									
Description	The Facilities Manager is responsible for the general upkeep of the bathrooms, clubhouse and Club grounds.									
Duties	<ul style="list-style-type: none"> <li>▪ Ensure upkeep and general cleanliness of Club bathrooms by: <ul style="list-style-type: none"> <li>○ Ensuring lifeguards complete spot check/light cleaning at the beginning of each shift (ensure toilet paper and hand soap are stocked, empty trash, clean mirrors, etc...)</li> <li>○ Develop, post and monitor lifeguard maintenance log in each bathroom</li> <li>○ Deep clean bathrooms 3x week (scrub toilets/urinal, mop floors with disinfectant, etc...)</li> <li>○ Maintain an inventory of cleaning supplies – purchase and stock additional as needed (reimbursed expense)</li> </ul> </li> <li>▪ Ensure upkeep and general cleanliness of Pool Grounds by seeing that: <ul style="list-style-type: none"> <li>○ Solid waste, recycling and yard waste bins are put out on the curb Tuesday evenings and placed back in club on Wednesday AM</li> <li>○ BBQ pit ashes are scooped out on weekly basis</li> <li>○ The pool deck and covered patio areas are picked up and hosed down/power washed 2x month</li> <li>○ The lawn sprinklers are in good working condition – ensure timed sprinklers do not interfere with pool hours</li> <li>○ Areas not reached by sprinklers are manually watered on an as-needed basis</li> <li>○ The lawn service company comes as scheduled (confirm with Treasurer so payment can be made)</li> </ul> </li> <li>▪ Help with minor facility repairs/upkeep as needed</li> <li>▪ Ensure clubhouse is kept clean (light cleaning only)</li> <li>▪ Coordinate annual pre and post season work parties <ul style="list-style-type: none"> <li>○ Propose and secure Board approval on dates/times</li> <li>○ Communicate work area needs to Secretary and/or President for communication to members</li> <li>○ Attend and direct members</li> </ul> </li> <li>▪ Attend all Board meetings and provide activity status on areas of responsibility</li> <li>▪ Assist with and/or participate in all Board sponsored social functions (i.e. Open House, Fundraisers)</li> </ul>									