

## MIDLAKES COMMUNICATIONS DIRECTOR

Providing a paid position to work in conjunction with the Board of Governors in support of the many changes from year to year may create a more secure foundation for the League.

The Communications Director duties would pertain exclusively to some, but not all, of the current duties of the League Secretary and the Webmaster. It may also include additional duties to be outlined by the Board of Governors. It would not include any additional duties for Water Polo or Diving.

Duties of the Communications Director would encompass the following:

- Correspondence
  - Distribute Swim League correspondence thru e-mail or website as implemented by the Board of Governors
  - Maintain current contact information for Board Members, Parent Reps, Coaches and Clubs
- By-Laws & Swim Operating Plan
  - Maintain and post changes to By-Laws and Operating Plan as implemented by the Board of Governors
- Calendar
  - Maintain current calendar of events
  - Send out reminders and updates
- Website
  - Manage all website content
  - Post results
  - Manage Championship Meet Information submitting by hosting clubs
  - Gather & update information from Diving & WaterPolo
- Meetings
  - Assist in scheduling and securing locations for all meetings
  - Attend all meetings, organize and conduct sign in procedures and maintain information regarding attendance.
- Archive
  - Manage and maintain all Midlakes archived materials including handbooks, Board minutes, protests, correspondence, etc.
- Other duties may include
  - Collecting and maintaining directory of coaches certifications
  - Assist Treasurer in compiling club information including rosters and fees
  - Updating and distributing guidelines for championship information
  - Maintaining historical records regarding Championship hosts and Board members

The main impact this position would have would be on the Board position of Secretary. That position would then be relegated to note taking, meeting attendance, creating documents, and in general classic Secretarial duties. The position of Communications Director would not be a Board position.