

Descriptions of Volunteer Opportunities

Secretary Director Description:

Official description: Shall keep minutes of general membership and Board meetings and shall give required notice of all meetings. Shall maintain an official copy of the Corporation's by-laws and regulations.

Expected: The Secretary is expected to send out an electronic copy of the Board meeting minutes to all board members within one week of the meeting. In the case of General Membership meeting minutes, the Secretary should make every effort to get the minutes to the Communications Director and ensure they are posted on the website within one week of the meeting.

Maintenance Director Description:

Official Description: Shall be responsible for the maintenance of buildings, grounds and equipment.

Expected: The maintenance director is expected to respond to the maintenance needs of the facility. As with other director positions, this individual may enlist a working group to assist in meeting the maintenance needs. In cases where the maintenance requires contracting out the work, the maintenance director will supervise and interface with the outside contractors.

Lifeguard Director Description:

Official description: Shall handle the general management of the lifeguards.

Expected: The Lifeguard Director will:

- manage the hiring of lifeguards and appointments to the available positions, determine a fair tradeoff between duties the guards should be expected to perform and those that would be handled by the Lifeguard Director (and any working group members),
- arrange for NSC-specific training for guards (e.g. Reviewing Pool rules, enforcement of rules, dealing with levels of disobedience, testing chemicals, cleaning restrooms and other areas around facility, securing equipment and facility, etc.),
- respond to the needs and concerns of lifeguards during the season and
- relay necessary information to the Board or respective Board members (e.g. maintenance or operations issues).

Working Groups

The following Board positions would benefit from working groups to assist in meeting their responsibilities to the Club. If you are interested in volunteering to help in any of these working groups, please contact the appropriate Director:

- Communications
- Lifeguards
- Maintenance
- Membership
- Operations
- Social

Committees

By-Laws Committee:

The By-Laws are currently out of date and in need of revision. The Board has worked on recommendations for the improvement of the By-Laws, but will enlist outside assistance to complete the By-laws and ensure they meet the requirements of a corporation.

Building and Planning Committee

Improvements to the bathhouse building are being pursued as a long-term capital improvement for the Club. This committee will be responsible for identifying the needs and desires for the renovated bathhouse, work with designers, architects, and contractors as necessary (with budgetary requirements in mind) in order to prepare and present proposals to the membership. The committee will provide a timeline of critical milestones for successful completion of the project.

Fundraising Committee

The Fundraising Committee will help in raising funds to supplement the annual dues from the Membership and build up the Capital Improvement Fund that will allow the Club to pursue future improvements to the bathhouse and other major additions. This committee will work closely with the Board to propose fundraising efforts throughout the swim season.