

CMSC – Available Exec Positions 2020/2021

2020/05/04

Communications Officer (2-year term):

- Meeting once a month (usually after Sunday practice) to meet with the other exec members.
- You would be responsible for emailing the entire club updates (about 1/2 a week).
- Responsible for updating the website (once every two weeks).
- Accepting and replying to general emails that come into the club (this ranges, but I generally check my email once a day).

Contact: communications@cmsc.ab.ca

Treasurer (2-year term):

- Keep proper accounting records as required by the Act.
- Collect and record all dues and other funds received by the Club.
- Record all cheques for expenditures and retain canceled cheques and receipts.
- Ensure all monies received by the Club are deposited in the Club's bank account.
- Manage and disburse funds of the Club.
- When required, provide the Executive with an account of financial transactions and the financial position of the Club.
- Assist in the Club's Annual Financial Review.
- Prepare the Society Annual Return to Alberta Registries.
- Perform such other duties as may from time to time be established by the Executive.

Contact: treasurer@cmsc.ab.ca

Member at Large (1-year term):

- Act as Social Convener for Club Members.
- Be responsible for arranging facility booking for the Club.
- Work with the coaching staff to organize pool bookings and time changes to the training schedule.
- Send booking related communications to the club.
- Perform such other duties as may from time to time be established by the Executive.

Contact: communications@cmsc.ab.ca

Vice-President (2-year term):

- Support and assist the President in all duties.
- In the absence of the President, have the authority of and perform the duties of the President.
- Perform such other duties as may from time to time be established by the Executive.
- Manage Membership and membership records of the Club.
- Register Club Members with Swim Alberta in a timely fashion.

Contact: vicepresident@cmsc.ab.ca