



Board Member Job Descriptions

PRESIDENT

2 YEAR COMMITMENT

OPEN
POSITION
OCTOBER '25

Time Commitment Each Month:

- Attend the JAX Board meeting once a month for approximately an hour and a half.
- Communications via emails during the month, approximately 15-20 minutes a month.
- Year end evaluations, 2 to 3 hours one evening in December.

Key Responsibilities:

- Determine agenda items for the monthly board meetings.
- Manage the flow of the board meetings.
- Communicate with the University of Memphis regarding scheduling of board meetings.
- Carry out year end evaluations for coaches and staff.
- Work with board members and admin to interview coach candidates, when needed.
- Create contracts for new employees.
- Help lead the annual JAX Swim Banquet.
- Answer an occasional email from the board.

TREASURER

2 YEAR COMMITMENT

OPEN
POSITION
OCTOBER '25

Time Commitment Each Month:

- Attend the JAX Board meeting once a month for approximately an hour and a half.
- Communications via emails during the month, approximately 15-20 minutes a month.
- Monthly payroll and reimbursements, about an hour each month.
- Prepare financial summary for board meetings, 15 minutes each month.

Time Commitment Once Annually:

- Prepare 1099 summaries in January, about 2 hours.
- Annual tax prep (to Horne Accounting), about 2 to 4 hours in the summer.

Key Responsibilities:

- To maintain bank account access, process staff payroll and reimbursements monthly.
- Write and deliver checks to coaching staff for swim meets once or twice a month.
- Attend monthly board meetings and summarize accounts and reserves for special projects.
- To maintain our state nonprofit status and our state charitable organization status.
- To prepare the 1099 summaries in January.
- Forward documents and verification of information to Horne Accounting for our annual taxes (nonprofits are done in the summer).



SECRETARY

2 YEAR COMMITMENT

Time Commitment Each Month:

- Attend the JAX Board meeting once a month for approximately an hour and a half.
- Communications via emails during the month, approximately 15-20 minutes a month.
- Prepare the monthly board meeting agenda, approximately 30 minutes.
- Prepare the monthly board meeting minutes. This can be done during the board meeting or after so time commitment will vary.

Key Responsibilities:

- Prepare and distribute the monthly board meeting agendas. The President, Treasurer, Head Coach, and Program Administrator will all turn in agenda items for you to compile into one document and email out to the board prior to the meeting.
- Maintain accurate and organized records of all board meeting minutes.

REGISTRAR

2 YEAR COMMITMENT

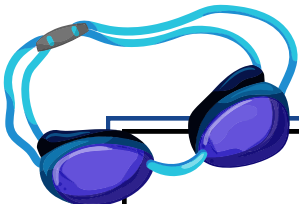
(Not a Voting Board Member)

Time Commitment Each Month:

- Attend the JAX Board meeting once a month for approximately an hour and a half.
- Communications via emails during the month, approximately 15-20 minutes a month.
- Update roster placement and new member registration, approximately 15 minutes a month.
- Bill member accounts, approximately 1 to 2 hours a month.
- USA Swimming Registration, approximately 2 to 4 hours at the end of the year.

Key Responsibilities:

- Update roster placements (add or remove members) as needed.
- Approve new member registration and placement as needed.
- Bill monthly team fees, apparel, and meet fees.
- Bill any additional fundraising charges.
- Process USA Swimming Annual Registration.



MEMBER AT LARGE

2 YEAR COMMITMENT

Time Commitment Each Month:

- Attend the JAX Board meeting once a month for approximately an hour and a half.
- Communications via emails during the month, approximately 15-20 minutes a month.

