

## **DAYTON RAIDER POSITION DESCRIPTION DOCUMENT**

**Position:** President

**Position Summary:** The President of the Dayton Raiders Swim Club is the representative of the team for all USA and Ohio sanctioned activities. The President is the legal representative for the Dayton Raiders Swim Club, Inc. The President presides over the Dayton Raiders Board, assigning tasks, setting the agenda, and leading the development of team business strategy. Additionally, the President makes daily tactical business decisions for the Raiders based on established guidance from the Board.

**Average Monthly Hours:** 80 hours

### **Knowledge, Skills, and Abilities Preferred:**

- Understanding and experience of operating/managing a business unit
- Understanding and experience with financial and business planning
- Ability to fashion a strategic point of view
- Excellent communication skills – ability to use courtesy and tact in both written and oral communications
- Ability to remain calm and cool under pressure using appropriate tact and diplomacy
- Ability to think through problems and take or direct decisive action
- Ability to act for the DR causes as a whole, not representing the views of any special interests or a specific age or training group
- Ability to exercise discretion and maintain confidentiality
- Possesses the ability to maintain independence and objectivity in decision making; as a sense of fairness, ethics, and personal integrity dictate.
- Intermediate skills and abilities with Microsoft Office software to include Word and Excel
- Intermediate skills and abilities using the internet, email, and web-based programs

### **Responsibilities and Tasks:**

- Serve as the representative of the Dayton Raiders for
  - USA Swimming events, functions, organizations, and meetings
  - Ohio Swimming events, functions, organizations, and meetings
  - For all other events where legal representation of the Dayton Raiders is required
- Oversees all formal Board meetings
  - Setting agenda, establishing schedules, acts as Chair
- Oversees all formal Coaches meetings



- Setting agenda, establishing schedules, facilitates the meeting for the Head Coach
- Leads and oversees the development of strategies, processes, and capabilities for the business operations
- Oversees and executes business operations
  - Responsible for daily financial decisions; includes signing checks
  - Responsible for overseeing execution of tasks by Board members
  - Responsible for daily communication with the Head Coach
  - Responsible for developing, negotiating, and signing rental contracts for the Dayton Raiders
  - Responsible for developing, negotiating, and signing contracts for swim meets
  - Responsible for all coaching contracts, and to ensure proper background checks are executed, signed, and implemented
  - Responsible for ensuring insurance and liability mitigation measures are in place
- Oversees committee activities
  - Authorizes establishment/disestablishment of committees
- Responsible for Board performance
  - Establishing procedures for performance measurement
  - Responsible for recommending disciplinary or dismissal actions to the Board
- Responsible for formal approval of financial statements and annual budget
- Participate, review, approve, and disapprove Dayton Raider policies and legal documents as part of the Dayton Raider Board
- Participate, review, approve, and disapprove Dayton Raider actions considered by the Dayton Raider Board
- Serves as part of the Executive Committee

**Relationships and Subordination:**

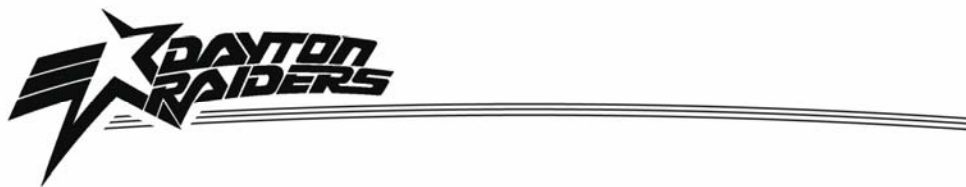
Serves as an Officer on the Dayton Raider Board. Reports to the membership. Presides over the Officers and Members of the Dayton Raider Board.

**Other Considerations:**

- Must have an individual internet service provider
- Must have independent transportation
- Must sign and abide by the Dayton Raiders Ethics Policies
- Must be available and accessible, especially during the daytime hours

**Compensation:**

Receives 350 volunteer points



**Approved By:** The Dayton Raider Board

**Approved Date:** 15 March 2008

**Dayton Raider Document:** DRD-7