

Membership and Communications Director (Jan)

Responsibilities of this position include:

1. Registration and Maintenance of Membership Records:
 - a. For athletes, coaches, non-athletes and clubs along with associated tasks of mailing membership cards for athletes, coaches, officials and other non-athletes to a club representative
 - b. Depositing money from these registrations to the MS checking account
 - c. Maintaining a QuickBooks account (record of registration activities) for each club
 - d. Notifying clubs when members transfer out of the club to another club
 - e. Providing lists of currently registered coaches and officials to meet hosts
2. Records and Top – 10:
 - a. Adding meet results to Team Statistics Online (TSO) and providing the updated TSO file to the MS website after meet results have been processed. This is usually updated each week.
 - b. Compiling and making available on the MS website the current file of record holders prior to the MS State Meets and making the final list available by December 31st of each year to include all records as of the end of the swim year (August 31st)
 - c. Making available on the MS website listings of national Top – 10 swimmers by December 31st of each year to include Top – 10 swims as of the end of the swim year (August 31st)
 - d. Mailing (by February 1st) MS Record certificates to team coaches for swimmers who broke records during the previous swim year (Sept 1st- Aug. 31st). If the swimmer does not belong to a team (or does not belong to the team they were with at the time the record was set) at the time of mailing, the certificate will be mailed directly to the athlete
 - e. Mailing (by February 1st) National Top – 10 certificates (and pins for NAG #1 Top Time) for those swimmers who earned those certificates during the previous swim year
3. Communication:

- a. Maintenance of distribution lists for various club positions (to include Head Coaches, Club Presidents, Club Delegates, Meet Entry Coordinators, Club Registration Coordinators) for use in communicating with various sectors of the membership
 - b. Responding to the hundreds of emails received each month from the members of the MS community
 - c. Keying in, formatting documents and creation of .STD files for the MS Time Standards used in MS Meets which may be adjusted annually. May also create .STD files for the National Meet standards upon request so that they may be included in various MS meets
 - d. Sending communication to coaches, officials and others regarding procedures implemented as a result of actions at USA Swimming Headquarters or the MS Board of Directors
 - e. Formatting (PDF) and sending documents to the Webmaster for posting on the MS website
 - f. Editing of electronic documents
 - g. Keeping the LSC Portal (on USA Swimming website) up to date
 - h. Providing instructions and passwords to clubs so they can access their Club Portals
4. Record Retention:
- a. Maintenance of the official records of MS which include:
 - a. Meeting minutes
 - b. Meet results
5. Swim Meets:
- a. Collect meet entries and fees for Team Michigan for the Central Zone Age Group Championships, submit entries to meet host and deposit fees in MS checking account
 - b. Set-up and maintenance of OME for the four MS State Meets and submit meet files to meet hosts