

New England Masters Volunteers

New England Masters Swimming prides itself on the dedication and readiness of its volunteers, many of whom perform hours of thankless work to ensure that NEM continues to grow and fulfill its commitment to the swimming community.

We are always looking for new volunteers to help out. Some of the positions below are currently open and need a dedicated individual, who wants to see NEM grow, to take on the role. If nothing below interests you and you still want to volunteer, please let us know. Besides the executive duties below, there are many more smaller volunteer opportunities which need people as well.

Current and Open Volunteer Positions:

Position Holder Current Officer Job Description

President

Laszlo Eger

The president is responsible for setting the big picture objectives of the organization. He/she does so by creating a vision statement, articulating goals for the club, soliciting buy-in from the club officer and board, and empowering the members to achieve these goals.

One Hour Swim Coordinator

Matt Gilson

This person is responsible for coordinating the NEM effort for retaining first place of the One Hour Swim indefinitely. He/She must also put the methods in place by which NEM relays are put together for this event. Coordination with the VP of Communications is required.

Coordinator, Mini Meets

Walter Lincoln

This person is in charge of coordinating non-championship level swim meets. Responsibilities include ensuring that's there are meets available through out the year, and that meets/clinics/NEM events do no overlap in time and/or geography. This job requires coordination with the Webmaster to ensure website calendar updates.

Vice President, Swim Clinics

Bob Boder

This person is in charge of ensuring there are a variety of different programs meant to enhance the swimming ability of the NEM membership. Responsibilities include ensuring that's there are clinics available through out the year, and that meets/clinics/NEM events do no overlap in time and/or geography. This job requires coordination with the VP of Communications to ensure website calendar updates.

Treasurer

Jim Terry

This person is responsible for ensuring the financial solvency of the NEM club. Responsibilities include ensuring memberships dues are received from the LMSC registrar and LMSC treasurer, legitimate bills are paid in a timely manner, taxes are filed in a timely manner, and that financial reporting is made to the Board of Directors and club at large minimally once a year. In addition financial oversight is provided by the President and the Board of Directors. This may necessitate additional reporting to these people when necessary.

Webmaster/Newsletter Editor**Elaine Kornbau Howley**

This person is responsible for solicitation the membership for content, assembling that content into a newsletter format, and disseminating it the membership at an interval determined by the club at an NEM meeting. Coordination with the Website Coordinator, Treasurer, and VP of Communications is required.

Director, External Communications

Vacant This person is responsible for all aspects of publicizing NEM SC to media and potential member pools.

Membership Information Coordinator**Tracy Grilli**

This person is responsible for addressing membership issues as they pertain the membership in NEM, the NE-LMSC, and USMS. Coordination with the LMSC registrar, NEM officers, and the USMS office are required.

Director of Sales**Vacant**

This person is responsible for selling advertising to the various vendors that NEM member use to swim. Primarily this would be space in the Newsletter as well as links on the NEM website to specific vendors. Policy will be set by both this person and the VP of Communications. Ideally advertising would included fixed fees to NEM and discounts to the membership. Proceeds would be used to help underwrite the Communications media as well as the Annual Banquet.

Secretary**Carol Yunker**

Responsible for maintaining records of Board meetings