



## Board of Directors: 2010 Election Nomination Form

The following positions on the 2010 BOD are available for nomination. Please indicate your position of interest by placing a check mark in the respective box.

**The President** shall serve as the presiding officer of the Board. She/He shall perform all duties pertaining to this position and such other duties as may be assigned by the Board and shall appoint all committees with Board approval. The President shall preside at all meetings of the Board, Club Membership and Executive Committee and shall be a presiding member of all committees with the exception of the Nominating Committee. The President shall, with the approval of the Board, create other committees not otherwise provided for and shall assign their duties. She/He shall sign all official documents authorized by the Board. It shall be the President's duty to confer with the club Head Coach on a regular basis and keep abreast of all coaching matters as they relate to the overall operation of the Club.

**The Vice President** shall assist the President and shall assume the duties of the President in the event of his/her absence, disability or removal from office. She/He shall be one of three (3) signatories on club bank assets, and shall perform all other duties as may be assigned by the Board.

**The Secretary** shall notify members in writing or by other means as set forth in (Section 3.7) of the time and place of each Board meeting or Special meeting and will include an agenda as instructed by the President, Directors or her/his designee. The Secretary shall be one of three (3) signatories on club bank assets, and shall keep the minutes of all Board and Executive Committee meetings and distribute the same or other correspondence as directed by the Board. She/He shall assist the chairs of the Fundraising and Membership Committees and in general perform all the duties incident to the office of Secretary and other duties as may be assigned to her/him by the President or Board of Directors.

**The Special Events Director** will plan & implement special events throughout the year such as Year-end Awards Ceremony, Texas Storm Track Meet, Annual Golf Tournament and ordering year-end trophies and awards. Will research & suggest to the Board fund raising activities for the season. Will implement and supervise Board approved Fundraisers. Will recruit parent volunteers. Will be responsible for creating and overseeing a program to secure annual team sponsorships. Shall perform all other duties as assigned by the President or Board of Directors.

**The Transportation/Equipment Director** will oversee travel plans to Regional and National meets and communicate with parents on all travel issues. Will create travel folders for Athletes and families who are traveling to meets out of town. Will act as liaison between Board and Coaches. Will provide the Board a budget for proposed equipment expenditures as requested by Coaches. Will inventory and store all track equipment at season end. Will maintain equipment in good working order. Shall perform all other duties as assigned by the President or Board of Directors.



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**The Marketing Director** will arrange for team pictures and action photos. Is responsible for all formal communication (both written and verbal) to potential sponsors, athletes, and families during the season. Will notify the media of Fundraising activities, weekly Club meet results and other association activities of interest to the community. Will be in charge of producing and maintaining the TSTC web site and annual memory book or causing such media to be produced and maintained. Will order and distribute uniforms and arrange for sale of specialty items such as shirts, caps, bags etc. Shall perform all other duties as assigned by the President or Board of Directors.

**The Operations Director** will prepare registration packets prior to the beginning of each season. Will compile and maintain each participant's records for certification. Will maintain & provide to Team meet day Athlete time sheets by the Tuesday following each meet. Will distribute maps and Athlete event schedules for each meet to parents weekly. Function to keep the Board of Directors on an appropriate time-line as the season progresses. Maintain Club forms and documents. Shall perform all other duties as assigned by the President or Board of Directors.

After careful review of the aforementioned positions, I, \_\_\_\_\_  
hereby submit my name for inclusion on the 2010 election ballot. By this act, I affirm that I possess the skills required to perform the duties of said position and I am willing and able to commit to a minimum two (2) year term of service.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

I can be reached by phone at \_\_\_\_\_

My e-mail is \_\_\_\_\_