



## **Directors and Officers – Job Descriptions**

The directors (including the officers) of CIASA (the "**Directors**") owe certain duties to CIASA and, in particular, must act in the best interests of CIASA as a whole in the promotion and development of aquatic sports in the Cayman Islands by working with our swimmers, coaches, parents, sponsors and other partners.

Each Director must be fully aware of all the activities of CIASA and must display a level of skill, care and diligence in every decision that is made. The monthly board meetings allow the directors and committees to share their respective reports and vote on various issues that requires the Directors' attention without prejudice.

When making decisions, the Directors take into account the advice of the Technical Director along with the coaches and committee members (as applicable).

A few years ago, the Directors prepared a document setting out the Vision, Values and Objectives for CIASA. These core values do not change drastically from year to year and each Director generally seeks to uphold and implementation of the various Vision, Values and Objectives.

The general responsibilities of each Director includes: (a) Communicating and implementing CIASA's Vision, Values and Objectives and overall direction; (b) Leading, supporting, directing, assisting, guiding and evaluating the work of fellow Directors, the CIASA Technical Director, CIASA sanctioned clubs and volunteers; (c) Ensuring that CIASA's Strategic Plan is being followed to guide CIASA; (d) Maintaining awareness of the needs of CIASA's members and taking the necessary steps to fulfil those needs; and (e) Performing other responsibilities as assigned by the CIASA President.

Section 10.14 of the Memorandum and Articles states that if any Director shall be absent from three (3) consecutive meetings of the Directors without leave, the Directors may declare his seat vacant. The interpretation to note is that if a Director is absent in the provision of reports and updates required by his role at three (3) consecutive meetings without reason, the Directors may declare his seat vacant.

The job descriptions listed below are not exhaustive and are merely descriptive of the work actually carried out by the Directors in recent years. The roles and responsibilities of the Directors will adapt and change in line with the general needs of CIASA on a regular basis.

A person who is considering running for a position as a Director should be aware that if they are successful they might not be assigned the position that they would prefer to fill and should be prepared to assume the role that needs to be filled. A person will be assigned a role based on their own individual expertise, knowledge, capacity and ability.

### **President**

The President shall: (a) Take care about general affairs of CIASA; (b) Supervise the proper functioning of CIASA; (c) Ensure that all decisions are properly carried out; (d) Represent CIASA in public; (d) General oversight for CIASA, its Directors and the roles listed below; (e) Maintain relationships with CCCAN, UANA and FINA and the various representatives; (f) Maintain relationships with the Cayman Islands Government, the Cayman Islands Olympic Committee and other local and international National Sport Federations; (g) Regular meetings with the Technical Director, the Directors and members outside of board meetings; and (h) Attend international meetings and conference on behalf of CIASA.

This portfolio includes Facilities Development, Good Governance, Shared Resources Development, Sports Tourism Development and CIASA Nationals.



## **Vice President**

(a) The Vice President is second in command to the President and has specific responsibilities depending on the needs of CIASA and its members; (b) Review, provide opinions on and revise (if necessary) all forms, applications, contracts, service agreements and other legal documents; (c) Provide recommendations to the Directors on legal and other matters; (d) Modify, create and implement policy and procedures relating to CIASA and its members; (e) Review CIASA's financial position; (f) Participate in the decision making process on budgets and spending; (g) Assist Mr. Frank Flowers and the Open Water Chair with the Flowers Sea Swim; (h) Primary contact with the Cayman Islands Olympic Committee (CIOC); (i) Attend the CIOC Annual General Meeting; (j) Attend meetings with the government and other stakeholders to discuss CIASA's mission, vision and funding; (k) Attend meetings with the CIASA sanctioned clubs; (l) Negotiate with various entities on costing, contract terms and other matters for the benefit of CIASA and its members; and (m) Assist with other CIASA events and initiatives as necessary.

This portfolio includes Fund Development, Lifeguarding/Safety, Athlete Protection, Meet Sanctioning and CIASA Nationals.

## **Treasurer**

(a) Oversee and present budgets, accounts and financial statements to the Directors; (b) Ensure that appropriate financial systems and controls are in place; (c) Assist with record-keeping and accounts and Present regular reports on CIASA's financial position; (d) Prepare and present budgets for new or ongoing projects; (e) Prepare accounts for audit and liaising with the auditor, as required; (f) Manage bank accounts; (g) Set up appropriate systems for book-keeping, payments and petty cash; and (h) Ensure required insurances are in place.

This portfolio includes details of CIASA insurance.

## **Secretary**

(a) The Primary function is keeping of the minute book, statutory and other registers and corporate records of CIASA, pulling board materials together and taking minutes at meetings, drafting and circulating the pack after meetings; (b) Responsible for circularising the membership and help in maintenance of the member lists on constant contact; (c) Supporting committee members and assisting in their projects, especially in fund raising; (d) Drafting and sending certification and other letters for swimmers; (e) Monitoring the CIASA email, dealing with ad hoc queries and involving other board members when needed; and (f) Assist with other CIASA events and initiatives as necessary.

This portfolio includes Inclusivity & Diversity, Governance, Transparency, Learn to Swim Program, Facilities and CIASA Nationals.

## **Chair of the Events Committee**

(a) Act as chair of the Events Committee; (b) Liaise with the Technical Director, Club Presidents and the Flowers Group regarding the annual open water calendar; (c) Liaise with sea swim sponsors prior to and after their event; (d) Design, and order, swim caps, t-shirts and awards for each sea swim; (e) Organise volunteers for sea swim ensuring we have adequate personnel to run an event; (f) Support the Flower's open water events; (g) Support clubs' open water events; and (h) Assist with other CIASA events and initiatives as necessary.

This portfolio includes the Development of Water polo, Masters swimming and CIASA Nationals.



## **Chair of the Fund Development Committee**

(a) Act as Chair of the Fund Development Committee; (b) Identify, qualify, cultivate and solicit financial gifts from individuals and corporate entities, who because of their connection to swimming and/or philanthropic tendencies might be inclined to support Cayman Swimming in a meaningful, long-term way; and to do so with the assistance of other Directors, members of the community and/or the Cayman Islands Government on an ad hoc basis; (c) Prepare presentations and documentation for potential and current sponsors and partners; (d) Attend meetings and presentations with current sponsors and partners and maintain such relationships; and (e) Assist with other CIASA events and initiatives as necessary.

## **Media and Public Relations Director**

(a) Prepare articles, newsletters and other public relations documents for sharing with the public and PR contacts; (b) Regularly update the CIASA website, Facebook page and other public media pages; (c) Liaise with sponsors and partners of CIASA in respect of current updates and events; and (d) Assist with other CIASA events and initiatives as necessary.

This portfolio includes Community Development, Promotion, Brand & Identity, Manage Website content and development and CIASA Nationals.

## **Chair of the Booster Group**

(a) Act as Chair of the Booster Group; (b) Work with various sub-committees to understand their funding requirements and obtain a budget from those committees; (c) Develop fundraising activities to meet these requirements; (d) Co-ordinate the execution of these activities to achieve fund raising goals; and (e) Assist with other CIASA events and initiatives as necessary.

This portfolio includes Awards and Recognition, Team Gear and CIASA Nationals.

## **Chair of the Representative Team Committee**

(a) Act as Chair of the Representative Team Committee (“RTC”); (b) The RTC is advisory only and makes recommendations to the Directors regarding the selection and discipline of Representative Team athletes. Membership on the RTC consists of CIASA members and the Technical Director. The bulk of the RTC's work is related the largest RT event, that being CARIFTA. However, the RTC also works to make recommendations to the Directors on other potential opportunities for Cayman's swimmers to represent the country at other events; (c) Update and maintain list of eligible representative and national team athletes, including maintenance/updating of athlete's records e.g. immigration status, travel documents etc.; (d) Ensure that CIASA's standard Representative Team Agreement (RTA) & Waiver of Liability is reviewed at least annually; (a) Ensure that all eligible representative and national team athletes (and, where applicable, their parents/guardians) complete and sign the RTA and waiver on an annual basis; (f) On advice from the Technical Director, make recommendations to the Directors regarding minimum qualifications (time standards & training requirements) for Junior Team and National Development squad swimmers; (h) On advice from the Technical Director, make recommendations to the Directors regarding year-round on-island training for Junior & National Development swimmers; (i) On advice from the Technical Director, make recommendations to the Directors regarding opportunities for overseas training and competition events; (j) Provide guidance regarding the need for year-round fund development for representative and national events/teams. Actual Representative Team fundraising activities are coordinated through a Booster Group consisting of parents of representative team swimmers; (k) Technical Director and RTC arrange and attend regular (e.g. quarterly) meetings with parents; (l) Technical Director and RTC : Regular communications (e.g. emails/newsletter) with representative team and national development group parents; and (m) Assist with other CIASA events and initiatives as necessary.



## **Education Committee**

The Education Committee will comprise of all CIASA Board Members with one Director as Chair. The Technical Director will make recommendations to the Directors regarding the development needs and the plan for this development. This portfolio includes Athlete Education, Volunteer Training & Professional Development, Coaching Staff Training and Professional Development, Athlete Development, Club Development Program and CIASA Nationals.

Dated: 16 March 2023