



Myrtle Beach
Track & Field Club

4137 Shipyard Walk
Myrtle Beach SC 29579



Board of Directors Officer Position Openings and Fill Requirements Announcement

Opening Date: October 8, 2014

Closing Date: October 27, 2014

All positions are Volunteer Positions with time availability needs and requirements determined by, but not limited to 4 quarterly meetings a year, with 8-10 hours a week during Outdoor Track Season that runs from May – July and 2-4 hours a week during Cross Country Season (September – November).

The Floor is Open for Nominations of Candidates, and Submissions from Interested Candidates and are due to Coach Rich @ mbtrackcoach@gmail.com No Later Than 5pm on Monday, October 27.

New BOD Officer Candidate Nominations will be presented and Voted for Election at the next BOD Meeting on Tuesday, October 28, 2014, 6:15pm at the City of MB City Hall Conference Room.

Secretary Role Summary

The Board's Secretary takes and distributes to Board members the minutes to every meeting, and oversees the publishing or posting of meeting minutes, club news and announcements to the club website communications coordinator as required. The Secretary also ensures that the meeting notices are planned, coordinated, schedule as required by the BOD and/or By-Laws; and provides assistance to the Executive Director, President, Vice-President, and Treasurer for determined club business administration, operations, and management needs. and requirements

Vice-President Role Summary

In absence of the President, the Vice-President performs the duties of the President. In addition, the Vice-President acts as a coordinator. This includes working closely with the Club Executive Director, Assistant to the Executive Director, Coaches and other committee coordinators on business and team administrations, operations and management to include events and activities committees, developing materials, and keeping the Board, coaches and staff updated on progress.

President Role Summary

The President is the principal executive officer of NAPIPM. In general, the President supervises and assists the Board in managing all of the business, team and affairs of the association. Tasks include presiding at all meetings, nominating Committee Chairs, serving as a member of events and activities committees, and serving as the primary liaison with the Executive Director, Coaches and Parents. The President has signature authority on documents and expenditures.



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Non-Officer Board of Director Positions Available

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Parent/Volunteer Coordinator (Primary)

Assists the Club Executive Officers, Coaches and Staff in providing the support, education and training for parents and other interested adults who want to be involved as a volunteer to assist in club/team/athlete events and activities to include recruiting and coordinating the assignments not limited to club practices, athlete check-in/escorts at meets, and end of season awards events.

Parent/Volunteer Coordinator (Alternate)

Works collaterally with the Primary Parent/Volunteer Coordinator and assumes the role and responsibilities in that persons' absence.

Fundraising Activities Coordinator (Primary)

Responsible for the planning, coordination, administration, and management of all club and team fundraising projects, events and activities to include funds, revenue, and contributions deposits to the Treasurer, recruiting 4-6 volunteers to the Fundraising Committee, Thank You Letters to Donors and Sponsors, and Volunteers.

Fundraising Activities Coordinator (Alternate)

Assists the Primary Fundraising Coordination and in that person's absence assumes the Responsibility for the planning, coordination, administration, and management of all club and team fundraising projects, events and activities.

Email Inquiries to: mbtrackcoach@gmail.com

Clarence L. Richardson, Jr. (Coach Rich)
Executive Director
Myrtle Beach Track & Field Club