

### **Membership Coordinator**

1. The Membership Coordinator shall be responsible for processing the registration of clubs and individuals with SPMS.
2. The Membership Coordinator shall operate the SPMS office, including all related business services for SPMS and its club and individual members.
3. The Membership Coordinator shall send appropriate correspondence as requested by the Executive Committee and/or individual donors.
4. The Membership Coordinator shall maintain the SPMS member database.
5. The Membership Coordinator cannot be the same person as the Treasurer.

### **Top Ten Recorder**

1. The Top Ten Recorder shall compile and maintain annual Top Ten lists for all SPMS swimmers competing in USMS or World Aquatics-sanctioned and recognized events in Short Course Yards, Long Course Meters, and Short Course Meters competitions.
2. The Top Ten Recorder shall maintain a list each year of all known records for each course, for each age group, for each gender, and both individual and relay events.
3. The Top Ten Recorder shall interact with the SPMSC, National Top Ten Recorder, National Membership Coordinator, SPMS Membership Coordinator, various competition directors, and individual swimmers regarding results and registration information in a timely and courteous manner.
4. The Top Ten Recorder shall submit SPMS Top Ten lists to USMS along with verification within the time limit prescribed by USMS.

### **Newsletter Editor**

1. The SPMS Newsletter Editor shall be responsible for compiling six issues of the SPMS Newsletter each year.
2. The SPMS Newsletter Editor shall gather information and meet forms from meet directors for upcoming meets and open water events to produce meet information for inclusion in the SPMS Newsletter.
3. The SPMS Newsletter Editor shall gather articles and photographs for inclusion in the newsletter, and write articles as needed.