

## **Parent Representatives Coordinator**

In an effort to enhance communication and support parent engagement in the club and the sport of swimming, the club has created a parent representative coordinator position. This coordinator will support HTAC policy and direction. With the assistance of the Board and Coaches they will recruit parent representatives per training group.

### **Key responsibilities**

- orienting the parent representatives to their role and the club;
- ensure that the representatives have their contact lists for their group from the HTAC office;
- Respond to parent representatives questions/concerns and directing them to the most appropriate resource (within and beyond the club);
- relaying parental concerns, as appropriate, to the Board President for consideration for discussion with the Head Coach and/or Board;
- engage in regular consultation with the HTAC office and/or Board as to what communication should be sent through and reinforced by the parent representatives as necessary;
- authoring parent education web content as necessary.

## **HTAC Group parent representative**

In an effort to enhance club communication and support new club members, each training group will have a volunteer who will serve as parent representative. This representatives will support HTAC policy and direction.

### **Key responsibilities:**

- orienting new families to the club;
- answering all parents general questions regarding the club;
- directing parents to the website, group coach or head coach for additional information if needed;
- relay information to the group's parents as needed and directed by the parent coordinator, HTAC Board or office.

- provide feedback to the parent representative coordinator.
- provide feedback to the communications representative on the Board for areas of communication improvement for families;
- assist with the recruitment for help at meets, fund raisers and social events;