



BOARD OF DIRECTORS- OUTREACH SPECIALIST **JOB DESCRIPTION and RESPONSIBILITIES**

Updated 10/25/2025

The **Outreach Specialist** is a vital, board-level position responsible for managing and promoting financial assistance and outreach resources to support the families of the LCSC (Lincoln City Swim Club) and its members. This role ensures LCSC families are aware of and have access to all available external and internal aid programs. The Outreach Specialist acts as a liaison between the resources, the LCSC community, and the Board of Directors.

The LCSC Board of Directors' Outreach Specialist has the following responsibilities:

- **Attending Board and Parent Meetings:** Unless excused from the meeting, the LCSC Board of Directors' (Title) is required to attend all LCSC Board and Parent Meetings.
 - Notifies the Board President of a planned/ emergency absence to a meeting.
 - Actively participate in club governance.
 - Exercise **full voting rights** on all matters brought before the Board of Directors.
 - **Reporting:** Prepare and deliver a detailed **Outreach Committee Report** to the LCSC Board three times per year following each committee meeting.
 - Discuss and promote Outreach Resources at Parent Meetings.
 - Ensure all necessary outreach service documents are printed and readily available for attending parents.
- **Outreach Committee President:** The Outreach Committee oversees all Outreach Resources that are available to/ for LCSC Families:
 - **Meeting Coordination:** Schedule and lead three committee meetings per year. These meetings will run concurrently with the LCSC Family Hardship Application review and award process.
 - Send emails to LCSC Families of Meeting Dates for Service opportunity.
 - **Meeting Notes:** Ensure committee meeting notes are taken, focusing only on **action items** (detailed notes are not required by law), and submit them to the LCSC Board for approval.
 - **Treasurer Collaboration:** Coordinate with the **LCSC Treasurer** to obtain the current balance of the LCSC Family Hardship Scholarship fund before each committee meeting.
 - **Meeting Agenda & Tasks:** Oversee the following activities during committee meetings:
 - Review and award the LCSC Family Hardship Scholarships.
 - Assist the LCSC Coach in filling out **OSI Outreach Offset Applications**.
 - Discuss the current set-aside balance for the **LCSC Family Hardship Scholarship**.



- Review any updates on resources, requirements, and outreach documents.
- The committee may develop and execute new outreach programs that may be beneficial to LCSC Members:
 - Identify and analyze potential funding sources, including grants, sponsorships, and organizational budgets, along with a detailed strategy for securing these funds.
 - Research and identify all relevant local, state, and federal laws, regulations, and restrictions (e.g., non-profit compliance, data privacy, permits) that could affect the program's creation and operation.
 - Create a compliance plan detailing how all identified legal requirements and restrictions will be formally incorporated, implemented, and monitored within the program structure and LCSC procedures.
 - Create program process, procedures, applications, requirements, and award terms.
 - All proposed new programs must be approved by the board.
- **Track and Maintain Resources:** Monitor, track, and manage updates for all external and internal outreach resources, including:
 - USA Swimming Outreach Membership
 - OSI (Oregon Swimming, Inc.) Outreach Offsets
 - Every Kid Sports
 - LCSC Family Hardship Scholarship
 - Other relevant local, regional, or national resources:
 - Lincoln City Community Center Scholarship
 - **Documentation:** Maintain and regularly update all outreach resource documents, including program requirements and application processes.
- **Obtaining LCSC Board Approval (Insert any approvals needed):** (Insert Description of approval type:
 - Any new Outreach Program
 - All Family Hardship Scholarship Award Funds will need to be formally voted on by the LCSC Board before releasing funds to applicants.
 - Can be done via email or at a Board Meeting.
- **Communication:** Post and update important deadlines, openings, and requirements for all outreach programs on the **LCSC Calendar**.
 - Create informative emails to LCSC Families regarding outreach information.
- **Social Media Collaboration:** Collaborate with the **Media Manager** to create and schedule informational posts about outreach resources on the LCSC social media feeds.
- **Files Documents:** File Outreach Committee Meeting Minutes, Family Hardship Scholarships, OSI Outreach Applications, etc.
 - Files documents in doc form and pdf form.
 - Renames file according to organization system established for that file