

# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## General Chair –

### Responsibilities

- Oversee and have general charge of the management, business, operations, affairs and property of PNS, and general supervision over its officers and agents [6.7.1]
- Call and preside at Board of Directors, Executive Committee and House of Delegates meetings when and where deemed necessary [6.7.1]
- Appoint committee chairs and members for standing (except for Athletes, Coaches, Officials, and Personnel) and special committees or coordinators and other positions as may be necessary to permit PNS to effectively, efficiently and economically conduct its affairs [6.7.1, 6.7.15.B-D, 6.9.2-3, 7.2.1.C, 7.3, 7.18, 10.3.9.C, 10.3.10, 10.6.2.C, AD 0605]
- Appoint at-Large House of Delegates members [4.1.2]
- Report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of PNS [6.7.1]
- Delegate activities to At-Large Representatives, Coaches and Athletes Committees (6.7.14, 7.4.9, .10)
- Attend the USA Swimming annual meeting as representatives of PNS and voting delegates to the USA Swimming House of Delegates. [6.7.15.A]
- Sign and execute in the name of PNS deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the PNS Policies and Procedures Manual, the Board of Directors or the House of Delegates [6.10.1]
- Sign all checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of PNS (not signed by the Treasurer or other officer or officers or agent or agents of PNS, and in the manner, as determined by the Board of Directors) [6.11.2]
- Responsible (along with Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the Treasurer) for seeing that all required reports and remittances are made. [8.9]
- General supervision of the staff [14.2]
- Liaison to Hall of Fame Committee [AD 0605]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in even years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- House of Delegates [6.7.1]
- Board of Directors [6.7.1]
- Executive Committee [5.7.2, 6.7.1]
- Personnel Committee [7.3.6]

### Committee Membership

- Budget/Finance Committee [7.3.3]
- Program Development Committee [7.3.7]
- Hall of Fame Committee [AD 0605]

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## Administrative Vice Chair – Responsibilities

- Oversee and have general charge of the business, affairs and property of the division that administers PNS business and affairs [6.7.2, 7.1]
- Conduct meetings in the absence of, at the request of, or in the event of the disability of the General Chair, and when so acting, perform all of the duties and have all of the powers of the General Chair [6.7.2, 6.9.1]
- Aid in the development of policy and coordination of the activities of the divisions, officers, committees and coordinators [6.7.2]
- Create and maintain PNS's Policies and Procedures Manual [6.7.2]
- Develop recommendations concerning necessary insurance coverage for the LSC [6.7.2]
- Retain legal services, or General Counsel to support LSC activities (as deemed necessary) [6.7.2]
- Plan and organize the House of Delegates meetings [6.7.2]
- Attend the USA Swimming annual meeting as representatives of PNS and voting delegates to the USA Swimming House of Delegates. [6.7.15.A]
- Sign and execute in the name of PNS deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the PNS Policies and Procedures Manual, the Board of Directors or the House of Delegates [6.10.1]
- Liaison to Membership/Registration Coordinator, Secretary, Personnel, and Electronic Publications Committees [7.1.1, AD 0605]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

## Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in odd years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

## Committees Chaired

- None

## Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.2]
- Executive Committee [5.7.2]
- Audit Committee [7.3.2]
- Budget/Finance Committee [7.3.3]
- Personnel Committee [7.3.6]
- Electronic Publications [AD 605]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

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## Senior Vice-chair –

### Responsibilities

- Oversee and have general charge of the affairs and property of the Division that represents and advocates for the interests of senior level and Open Water swimming in PNS [6.7.3]
- Act as liaison to the Athlete Representatives and the Athletes Committee [6.7.3]
- Ensure that the Athlete Representatives elections are held in accordance with the Bylaws [6.7.3]
- Attend the USA Swimming annual meeting as a representative of PNS and voting delegate to the USA Swimming House of Delegates. [6.7.15.A]
- General oversight of Senior Committee and Liaison to Open Water Swimming Committee [AD 0605]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in odd years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- Senior Committee [AD 0605]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.3]
- Executive Committee [5.7.2]
- Budget/Finance Committee [7.3.3]
- Program Development Committee [7.3.7]
- Open Water Swimming Committee [AD 0605]

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## Age Group Vice-chair –

### Responsibilities

- Oversee and have general charge of the affairs and property of the Division that represents and advocates for the age group level and Disability swimming in PNS [6.7.4]
- Plan, organize and oversee PNS sponsored age group meet delegations (e.g. All-Star, Western Zone Championships). [6.7.4]
- General oversight of Age Group and Liaison to Disability Swimming Committee [AD 0605]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in even years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- Age Group Committee [AD 0605]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.4]
- Executive Committee [5.7.2]
- Budget/Finance Committee [7.3.3]
- Program Development Committee [7.3.7]
- Disability Swimming Committee [AD 0605]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

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## Program Development Vice-chair –

### Responsibilities

- Oversee and have general charge of the affairs and property of the division that develops and coordinates a swimming program for all levels of swimming in the Territory, including Age Group, Senior, Disability and Open Water programs [6.7.5]
- Meet bid and award processes and procedures [6.7.5]
- Development of long-range plans for all Age Group, Senior, Disability and Open Water swimming programs [6.7.5]
- Develop and coordinate PNS programs to enhance overall club development and improvement [6.7.5]
- Attend the USA Swimming annual meeting as a representative of PNS and voting delegate to the USA Swimming House of Delegates [6.7.15.A]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]
- General oversight of Program Development Committee and liaison to Technical Planning and Awards Banquet Committees [7.1.4, AD 0605]
- Advise and consent to appointments to Program Development and Technical Planning committees, and appointment of additional members to these committees [7.3]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in even years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- Program Development [6.7, 7.3.7]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.5]
- Executive Committee [5.7.2]
- Budget/Finance Committee [7.3.3]
- Technical Planning Committee [7.3.9]

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## Program Operations Vice-chair –

### Responsibilities

- Oversee and have general charge of the affairs and property of the division that facilitates and conducts all PNS swimming programs [6.7.6]
- Develop and oversee meet sanctioning and approval processes and procedures [6.7.6]
- Develop standard meet operations processes and procedures, train Club member meet directors and ensuring consistent meet management throughout PNS [6.7.6]
- Collect sanctioned meet results, make them available to PNS membership and submit them for inclusion into the USA Swimming SWIMS database [6.7.6]
- Develop a meet evaluation program, collect and review meet evaluations, report specific evaluation results to host teams and general meet evaluation trends to Board of Directors and House of Delegates. [6.7.6]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]
- Liaison to Safety, Officials and Meet Sanctioning committees [7.1.5, AD 0605]
- Advise and consent to appointments to Safety and Officials committees, and appointment of additional members to these committees [7.3]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in odd years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.6]
- Executive Committee [5.7.2]
- Officials Committee [7.1.5]
- Safety Committee [7.1.5]
- Budget/Finance Committee [7.3.3]
- Program Development Committee [7.3.7]
- Meet Sanctioning Committee [AD 0605]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

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## Finance Vice-chair –

### Responsibilities

- Chief financial officer of PNS [6.7.7]
- Oversee and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for PNS's working capital, funded reserves and endowment funds and the development and implementation of an overall LSC public relations, marketing and sponsorship/fund-raising plan and program for PNS [6.7.7]
- With the assistance of the Budget Committee, prepare an annual budget for PNS's operations and present the budget for approval by the Board of Directors and the House of Delegates [6.7.7]
- Cause to be conducted the annual audit or review and [6.7.7]
- Review or cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates [6.7.7]
- Responsible for the adequacy of PNS's system of internal financial and accounting controls [6.7.7]
- Along with Treasurer and Secretary, responsible for compliance with section 8.4 of the By-Laws [6.7.7]
- Along with General Chair, Membership/Registration Coordinator, Secretary and Treasurer, responsible for all required reports and remittances [8.9]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]
- General oversight of Audit and Budget/Finance Committees and liaison to Treasurer [7.1.6]
- Advise and consent to appointments to Audit and Budget/Finance committees, and appointment of additional members to these committees [7.3]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in even years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- Audit Committee [7.3.2]
- Budget/Finance Committee [6.7.7, 7.3.3]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.7]
- Executive Committee [5.7.2]
- Personnel Committee [6.7.7, 7.3.6]

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## Treasurer –

### Responsibilities

- Principal receiving and disbursing officer of PNS; receive all moneys, incomes, fees and other receipts of PNS and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 10.3.12 [6.7.9]
- Issue a financial report at regularly scheduled Board of Director meetings listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding reporting period and for the fiscal year to date, together with such other items as the Finance Vice-chair, the Finance Committee, the General Chair or the Board of Directors may direct [6.7.9]
- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of PNS [6.7.9.A-D]
- Cause to be kept at PNS's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice-chair, or the Treasurer shall determine [6.7.9.E]
- Cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and cause the financial reports and the annual audited financial statement to be exhibited to any member of PNS or USA Swimming [6.7.9.F]
- Cause PNS to be in compliance with the requirements of Section 8.4 [6.7.9.G]
- Require from the officers, committee chairs, coordinators, staff or agents of PNS reports or statements giving such information as may be appropriate or helpful with respect to any and all financial transactions of PNS [6.7.9.H]
- Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of PNS [6.7.9.I]
- Cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official [6.7.9.I]
- Forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters [6.7.9.I]
- Appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof [6.7.9.J]
- Perform all other duties incident to the corporate treasury function [6.7.9.K]
- Sign all checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of PNS (not signed by the General Chair or other officer or officers or agent or agents of PNS as determined by the Board of Directors) [6.11.2]
- Along with General Chair, Membership/Registration Coordinator, Secretary and Finance Vice Chair, responsible for all required reports and remittances [8.9]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in odd years [6.2] / Two years [6.6.1] / No term limits [6.6.3]

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.9]
- Budget/Finance Committee [6.7.9, 7.3.3]

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## Officials Chair –

### Responsibilities

- Liaison between the PNS officials and the Board of Directors and House of Delegates [6.7.13]
- Oversee and general charge of the business, affairs and property of the Officials Committee. [7.2.2.D]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Elected by a majority of the present and voting Official members prior to the PNS Annual [Fall] House of Delegates Meeting [5.3.4] / Two-years [5.3.4] / No term limits [5.3.4, 6.6.3]

### Committees Chaired

- Officials Committee [7.2.2.D, 7.3.5]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.3.4]

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## Secretary -

### Responsibilities

- Keep a record of all meetings of the House of Delegates and Board of Directors [6.7.8]
- Conduct official correspondence [6.7.8]
- Issue meeting and other notices [6.7.8]
- Make such reports to USA Swimming as are required by Article 8 of the Bylaws [6.7.8]
- Any other duties incidental to the office of Secretary. [6.7.8]
- Custodian of the records of PNS (may be done by office staff) [6.7.8]
- Attest to the execution of all duly authorized instruments [6.7.8]
- Cause to be kept at PNS's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of PNS [6.7.8]
- Plan and organize PNS House of Delegates elections held in accordance with section 6.2. [6.7.8]
- Within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters. [8.1]
- Forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of PNS and the report thereon prepared in accordance with Section 8.5, within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any corresponding federal income tax return required to be filed by PNS under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters. [8.2]
- Cause to be made all reports and non-tax filings and requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates. [8.3]
- Along with General Chair, Membership/Registration Coordinator, Finance Vice Chair and Treasurer, responsible for all required reports and remittances [8.9]
- Responsible for retaining copies of Conflict of Interest signatures from paid staff, committee chairs and Board of Directors members for the duration that the position is held [0701]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in even years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.8]

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## Safety Committee Chair –

### Responsibilities

- Liaison between the club safety coordinators and the Board of Directors and House of Delegates. [6.7.12]
- Oversee and have general charge of the business, affairs and property of the Safety Committee [7.2.2.C]
- Present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting. [8.7.2]
- Distribution of the safety report to each Club Safety Coordinator and also to USA Swimming national headquarters. [8.7.2.A]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Election at Regular (Spring) HoD Meeting in odd years [6.2] / Two years [6.6.1] / Limited to 2 consecutive terms [6.6.3]

### Committees Chaired

- Safety Committee [7.2.2.C, 7.3.8]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.12]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

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## Lead Coach Representative –

### Responsibilities

- Liaison between the PNS coaches and the Board of Directors and House of Delegates [6.7.10]
- Attend the USA Swimming annual meeting as a representative of PNS and voting delegate to the USA Swimming House of Delegates. [6.7.15.A]
- Oversee and have general charge of the business, affairs and property of, the Coaches Committee [7.1.7, 7.2.2.A]
- Liaison to other Coaches Representative(s) [7.1.7]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- One is elected each year for a two-year term prior to PNS's Annual [Fall] House of Delegates Meeting by the present and voting Coach Members. The voting Coach Members also designate which of the Coach Representatives is the Lead Coach Representative. [4.1.4] / Two years [4.1.4] / No term limits [4.1.4, 6.6.3]

### Committees Chaired

- Coaches Committee [7.1.7, 7.2.2.A, 7.3.4]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.10]
- Executive Committee [5.7.2]
- Audit Committee [7.3.2]
- Budget/Finance Committee [7.3.3]
- Program Development Committee [7.3.7]

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## Other Coach Representative(s) –

### Responsibilities

- Liaison between the PNS coaches and the Board of Directors and House of Delegates [6.7.10]
- Attend USA Swimming annual House of Delegates meeting as a voting delegate and representative of PNS, if the Lead Coach Representative is unable to attend [6.7.15.D]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- One is elected each year for a two-year term prior to PNS's Annual [Fall] House of Delegates Meeting by the present and voting Coach Members. The voting Coach Members also designate which of the Coach Representatives is the Lead Coach Representative. [4.1.4] / Two years [4.1.4] / No term limits [4.1.4, 6.6.3]

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.10]
- Coaches Committee [7.3.4]

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## Lead Athlete Representative –

### Responsibilities

- Liaison between PNS athletes and the Board of Directors and House of Delegates. [6.7.11]
- Attend the USA Swimming annual meeting as a representative of PNS and voting delegate to the USA Swimming House of Delegates. [6.7.15.A]
- Oversee and have general charge of the business, affairs and property of, the Athletes Committee [7.1.8, 7.2.2.B]
- Liaison to other Athletes Representative(s) [7.1.8]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Elected to open positions by Board of Directors each year at the Board of Directors meeting immediately following the House of Delegates meeting at which Board Members were elected. Number of open positions is based on the total voting membership of the Board of Directors as of January 1 of that year while considering expiring terms as well as any non-Athlete Representative Board of Directors positions currently held by Athlete members. The Board of Directors shall also designate one of the Athlete Representatives to be the Lead Athlete Representative. / Two years [4.1.3] / No term limits [4.1.3, 6.6.3]

### Committees Chaired

- Athletes Committee [7.1.8, 7.2.2.B, 7.3.1]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.11]
- Executive Committee [5.7.2]
- Budget/Finance Committee [7.3.3]
- Program Development [7.3.7]

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## Other Athlete Representative(s) –

### Responsibilities

- Liaison between PNS athletes and the Board of Directors and House of Delegates. [6.7.11]
- Attend the USA Swimming annual meeting as a representative of PNS and voting delegate to the USA Swimming House of Delegates, If the Lead Athlete Representative is unable to attend [6.7.15.C]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Elected to open positions by Board of Directors each year at the Board of Directors meeting immediately following the House of Delegates meeting at which Board Members were elected. Number of open positions is based on the total voting membership of the Board of Directors as of January 1 of that year while considering expiring terms as well as any non-Athlete Representative Board of Directors positions currently held by Athlete members. The Board of Directors shall also designate one of the Athlete Representatives to be the Lead Athlete Representative. / Two years [4.1.3] / No term limits [4.1.3, 6.6.3]

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.1.11]
- Athletes Committee [7.3.1]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## At Large Board Representatives (5) –

### Responsibilities

- Such powers and duties as may be delegated to them by the PNS Policies and Procedures Manual, the General Chair, the Board of Directors or the House of Delegates. [6.7.14]
- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- 2 elected at Regular (Spring) HoD Meeting in even years, and 3 more in odd years [6.2] / Two years [6.6.1] / No term limits [6.6.3]

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.2]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## Immediate Past General Chair –

### Responsibilities

- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Upon relinquishing General Chair position [5.3.1]/Duration of the successor General Chair's term [5.3.1]/Not applicable [5.3.1]

### Committees Chaired

- Nominating Committee [4.8.2]

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.3.1]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## USA Swimming BoD Members –

### Responsibilities

- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Upon selection as member of USA Swimming Board of Directors [5.3.2]/Until no longer a USA Swimming Board member [5.3.2]/Not Applicable

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.3.2]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## USA Swimming Committee Chair(s) –

### Responsibilities

- Attend and participate in all meetings of the House of Delegates and the Board of Directors [6.7]

### Selection/Term/Term Limits

- Upon selection as chair of USA Swimming Committee [5.3.3]/Until no longer a chair of USA Swimming Committee [5.3.3]/Not Applicable

### Committees Chaired

- None

### Committee Membership

- House of Delegates [4.1]
- Board of Directors [5.3.3]

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## Membership/Registration Coordinator [Note: this is not a board of directors position]–

### Responsibilities

- Registration of Group and Individual Members [7.2.2.E]
- Make and submit reports required by Section 8.6, together with such additional reports as may be required by USA Swimming, the Board of Directors, the Administrative Vice-chair, or the Finance Vice-Chair [7.2.2.E, 8.6]
- Submit membership and registration fees due to USA Swimming [8.6]
- Periodic summary membership/registration reports to the Administrative Vice-chair, the Board of Directors and the House of Delegates. [8.6]
- Responsible (along with General Chair, the Secretary, the Finance Vice-chair and the Treasurer) for seeing that all required reports and remittances are made. [8.9]

### Selection/Term/Term Limits

- Per contract, this is a paid staff position.

### Committees Chaired

- None

### Committee Membership

- None

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

*Revision G By-Laws, Policies AD 0605, 0701*

## **Technical Planning Chair [Note: this is not a board of directors position]–**

### Responsibilities

- Oversee and have general charge of the business, affairs and property of the Technical Planning Committee. [7.2.2.F]

### Selection/Term/Term Limits

- Appointed by General chair [7.3]/Not applicable/Not applicable

### Committees Chaired

- Technical Planning Committee [7.3.9]

### Committee Membership

- None

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# Pacific Northwest Swimming Board of Directors Responsibility Summary

Revision G By-Laws, Policies AD 0605, 0701

## General –

7.3 MEMBERS AND EX-OFFICIO MEMBERS OF STANDING COMMITTEES - Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chair with the advice and consent of the respective division vice-chair and the chair of the committee. In addition, with the advice and consent of the Board of Directors, the General Chair or the respective division vice-chair may appoint additional members deemed appropriate or necessary for any of the standing committees except the Athletes, Coaches, Officials and Personnel Committees. The division vice-chair shall be an ex-officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows: [7.3]

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