**Officials Director Job Description**

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| **General Description:** The Officials Director is responsible for planning, coordinating and documenting the membership’s officiating requirements for hosted meets. The Officials Director also coordinates and promotes the training of club officials to ensure there is a solid succession plan.  |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** President and Membership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations:**

* Plans and coordinates all officials for hosted swim meets
* Acts as club liaison for other swim clubs in the coordination of officials for non-hosted meets
* Acts as club liaison for Swim Alberta officials chairs regarding officiating information
* Ensures that MAVS membership is kept current on all SNC rule and officiating changes
* Coordinates and promotes the training and advancement of MAVS members through the Swim Alberta officiating hierarchy

**Financial:**

* Provides guidance to the board of directors on budget requirements pertaining to officiating

**Reporting:**

* Is responsible for managing, accurately tracking and reporting all member officiating and volunteer contributions
* Provides the Treasurer with a list of families who did not meet their officiating requirements by May 15th
* Provides a monthly report to the board of directors at all regular meetings
* When required, provides a report to the membership at Annual, Special and General Meetings.
* Attends MAVS board meetings on a regular basis