

## **OSI Board of Directors Job Descriptions**

All members of the Board of Directors (BOD) serve as a team for the purpose of developing and implementing the best programming and providing optimum service for the members of OSI. Cooperation among all officers, chairs, and standing committee members is essential for good governance. Officers and Committee Chairs should always remember that it is best to involve others in the fulfillment of their respective responsibilities. This lightens the burden of the officer, trains future leaders, and enhances the program through the introduction of fresh ideas and additional perspectives. When appointing anyone to head up a task, it is essential to define the task, state deadlines and expectations, provide necessary background information, state any guidelines or parameters, and provide a budget. Do not abandon any committee or task force - monitor their progress and provide support as needed. Do not be shy about thanking anyone for helping - verbal and written thank you's and acknowledgments go a long way towards maintaining an enthusiastic volunteer base. A brief summary of each Board member's responsibilities follows. A timeline that provides a general framework follows the job descriptions and may help to keep everyone on target.

Where 'Committee' is utilized in this Manual, it shall mean a group of members organized to serve a defined purpose, overseen by an elected/appointed member of the OSI BOD. Committee membership shall be approved by the General Chair with Advice and Consent of the BOD. It shall be the responsibility of the elected/appointed member of the BOD overseeing a committee to provide nominations for committee membership. Committee membership is a privilege and not a right, and members of committees may be removed for or without cause by a vote of the BOD.

When issues associated with a BOD member's area of responsibilities arise, timely resolution of these issues is required, typically within 24-48 hours. Where issues may have a broader impact on the LSC, the Committee Chair shall promptly inform the General Chair or, in his/her absence, the Administrative Vice Chair.

### **A. GENERAL CHAIR**

- Oversee the management, business, operations, affairs, and property of OSI.
- Supervise OSI's Officers & Agents.
- Call meetings.
- Preside at meetings.
- Appoint non-elected Committee Chairs & Members with Advice & Consent of BOD.
- Report to BOD all matters within his/her knowledge in the interest of OSI.
- Assure the fulfillment of any LSC obligations to the Central Zone.
- Ex-Officio member of all Committees.
- Direct responsibility for LEAP, Executive Committee, Diversity, Adaptive, Outreach and Safe Sport.
- Together with the Administrative Vice Chair and Treasurer, direct responsibility for the Permanent Office Staff.

### **B. ADMINISTRATIVE VICE CHAIR**

- Conduct meetings in the absence of the General Chair.
- Perform duties of General Chair upon his/her request or in the event of disability of the General Chair.
- Chair and have charge of the business, affairs and property of the Administrative Division per the By-Laws.
- Serve as liaison to Athlete Representatives and Athletes Committee
- Assure that Athlete Representatives elections are held in accordance with Bylaws
- Aid in development of policy and the coordination of the activities of the officers and committees within the division
- Responsible for creation and maintenance of OSI's Policies & Procedures Manual
- Direct responsibility for Bylaws, Club Development, Handbook, Insurance, Legal Matters, Legislation, Membership/Registration, Public Relations Matters, Publications/Newsletter, Records, SWIMS, Safety, Website
- Track and maintain a list of all OSI volunteers and oversee their annual recognition
- Together with the General Chair and Treasurer, direct responsibility for the Permanent Office Staff

### **C. SENIOR VICE-CHAIR**

- Chair and have charge of the affairs and property of the standing committee that develops and conducts the senior swimming program, including development of long-range plans for swimming programs.
- Implement Travel Funding Policy for Athletes attending select meets.
- Develop, implement, and oversee camps and clinics in collaboration with Age Group Vice-Chair and Coaches Representative.
- Develop, implement, and oversee Open Water meet opportunities in collaboration with Open Water Coordinator.
- Shall have direct responsibility for the OSI Scholastic All-American (SAA) program and senior recognition.
- Shall possess collaborative responsibility (with Age Group Vice-Chair, Technical Planning Chair, Sanctioning Coordinator and Coaches Representative) for SC and LC Season Meet Schedules and the general conduct and items associated with Meets. .

**D. AGE GROUP VICE-CHAIR**

- Chair and have charge of the affairs and property of the Standing Committee that develops and conducts the age group swimming program of OSI.
- Direct responsibility (with input from Senior Vice-Chair, Technical Planning Chair, Sanctioning Coordinator and Coaches Representative) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.
- Direct responsibility for OSI Zone Teams, OSI All-Star Teams
- Collaborative responsibility (with Diversity & Inclusion Chair) for Athlete Recruitment and Retention program development.
- Develop, implement, and oversee camps and clinics in collaboration with Senior Vice-Chair and Coaches Representative.

**E. SECRETARY**

- Keep a record of all meetings of HOD and BOD with the OSI Permanent Office. Ensure that the minutes, once approved, are posted to the OSI website.
- Conduct official correspondence, including meeting and other notices.
- Attest the execution of all duly authorized instruments.
- Perform any duties incidental to the office.

**F. FINANCE VICE-CHAIR**

- Chair of the Audit Committee.
- Chief Financial Officer of OSI who chairs and has charge of the affairs and property of the Standing Committee that includes the Treasury function, the development and implementation of an investment program, and the development and implementation of a marketing and fund-raising plan.
- With the assistance of the Finance Committee, shall prepare an annual budget for OSI's operations and present for approval by BOD and HOD.
- Cause the preparation and timely filing of all required federal, state, and local tax reports.
- Forward a copy of the annual financial statement and audit report and 990 for submission to BOD and USA Swimming
- Responsible for the system of internal financial and accounting control.
- Cause to be conducted the annual audit and cause the Finance Committee to review and recommend acceptance and appropriate action.
- Ensures all reports and non-tax filings required by state of Ohio, including payment of applicable fees are complete.
- Together with the General Chair and Administrative Vice Chair, direct responsibility for the Permanent Office Staff.
- Sign checks, drafts or other orders for the payment and transfer of money.
- Review OSI's bank accounts and OSI's annual tax returns.

**G. TREASURER**

- Principal receiving & disbursing officer
- Receive all moneys, incomes, fees, and other receipts
- Pay all bills, expenses, and other disbursements approved by authorized officer, chair, BOD, HOD, or required to be paid for legal fees as established in 610.3.12
- Serve as member of Finance Committee
- Issue quarterly report listing current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding month and for fiscal year to date
- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of OSI, appropriately depositing all funds to OSI, segregating and accounting for special funds, obtaining and preserving vouchers for all money disbursed, safekeeping all books of account and other financial transactions.
- Perform all duties incidental to the office.
- Oversee all financial and accounting duties and responsibilities performed by Permanent Office personnel.

**H. COACHES REPRESENTATIVE**

- Serve as liaison between coaches and the BOD and HOD.
- Senior Coach Representative chairs the Coaches Committee.
- Coordinate and implement policies regarding Coach of the Year Awards (Age Group and Senior).
- Publish Coaches Newsletter.
- Undertake activities advancing Coach Education in OSI.
- Develop, implement, and oversee camps and clinics in collaboration with Age Group Vice-Chair and Senior Vice-Chair.
- Shall possess collaborative responsibility (with Age Group Vice-Chair, Senior Vice-Chair, Sanctioning Coordinator and Technical Planning Chair) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.

- Direct responsibility for Coaches' Committee and Swimposium.
  - Facilitate elections of Junior Coach Rep and Coach of Year (Age Group and Senior)
- I. **SENIOR ATHLETE REPRESENTATIVE**
- Serve as liaison between athletes and BOD and HOD
  - Chair of Athletes' Committee
  - Facilitate elections for Junior Athlete Representative
  - Direct responsibility for publication of Athletes' Newsletter
  - Direct responsibility for awarding of Annual Athletes Award
  - Undertake activities in best interest of athletes and sport of swimming
- J. **JUNIOR ATHLETE REPRESENTATIVE**
- Serve as liaison between athletes and BOD and HOD
  - Assist Senior Athlete Representative with Athletes' Committee as requested
  - Assist Senior Athlete Representative with publication of Athletes' Newsletter
  - Undertake activities in best interest of athletes and sport of swimming.
  - Assume role and all duties of Senior Athlete Representative during second consecutive year of Board service.
- K. **AT-LARGE ATHLETE REPRESENTATIVE (Athlete Commission Representatives)**
- Serve as liaison between athletes in their respective geographical commission and the Senior /Junior Athlete Representatives
  - Assist Senior Athlete Representative with Athletes' Committee as requested
  - Assist Senior Athlete Representative with publication of Athletes' Newsletter
  - Undertake activities in best interest of athletes and sport of swimming.
- L. **OFFICIALS CHAIR**
- Chair the Officials Committee which is responsible for recruiting, training, certifying, and supervising officials of OSI
  - Perform duties assigned by Officials Committee or OSI, including assigning officials to work at meets
  - Designate individuals to attend USA-S officials clinics
  - Apply for national qualifying meet status where appropriate
- M. **SAFE SPORT COORDINATOR**
- Serve as the primary contact for OSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
  - Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
  - Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
  - Serve as an information resource for OSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
  - Receive feedback and suggestions on the Safe Sport policies and programs from the OSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
  - Collaborate with General Chair, USA Swimming Safe Sport Dept., ZBOR, NBOR and any other necessary personnel with regard to Safe Sport allegations.

### **OSI Standing Committees (non-BOD members)**

- A. **CAMPS/CLINICS COORDINATOR**
- Responsible for identifying and disseminating information about athlete camps/clinics to the LSC.
  - Coordinate and organize LSC select camps/clinics in collaboration with the Age Group Vice-Chair, Senior Vice-Chair and Coach Representative.
- B. **DISABILITY SWIMMING COORDINATOR**
- Coordinates activities and disseminates information related to Disability Swimming.
- C. **DIVERSITY / INCLUSION CHAIR**
- Chair and have charge of the affairs and property of the standing committee that develops and promotes programs to enhance Diversity and Inclusion within OSI.
  - Serve as the Chair of the Diversity & Inclusion Committee

- Responsible for creating and implementing strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership
  - Disseminate USA Swimming Diversity / Inclusion education and promotion information.
  - Promote participation by OSI eligible athletes at USA Swimming Diversity Summit Camps.
  - Collaborative responsibility (with Age Group Vice-Chair) for Athlete Recruitment and Retention Program Development
  - Collaborate with the OSI Outreach Coordinator to establish programs for socio-economic diverse members and develop retention among that population.
- D. HIGH SCHOOL COORDINATOR**
- Liaison between High School Associations (OHSAA/KHSAA) and Ohio Swimming Inc.
- E. MEMBERSHIP/REGISTRATION COORDINATOR**
- The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and shall make the reports required by Section 608.6, together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice Chair Responsible for reviewing, developing and recommending legislation involving OSI Policies and Procedures and
- F. OPEN WATER COORDINATOR**
- Supervise and oversee the Ohio Open Water Swimming Programs in conjunction with the Senior Vice-Chair.
  - Establish and maintain a liaison with all committees in any and all matters related to Open Water Swimming.
- G. OPERATIONAL RISK COORDINATOR**
- Coordinate safety enhancement and training opportunities
  - Disseminate USA Swimming safety education information
  - Develop safety education programs and policies
  - Report to BOD and HOD a summary of reports of occurrence and any appropriate corrective actions
- H. OUTREACH COORDINATOR**
- Collect and approve applications for Outreach Membership.
  - Establish partnerships with swimwear companies to donate/receive swim equipment at discounted prices for the athletes.
  - Establish a financial policy for Outreach athletes attending Ohio Swimming sanctioned meets.
  - Collaborate with the Diversity/Inclusion Chair to develop programs for recruitment and retention of socio-economic diverse athletes.
- I. SANCTIONING COORDINATOR**
- Shall possess collaborative responsibility (with Age Group Vice-Chair, Senior Vice-Chair, Coaches Representative and Technical Planning Chair) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.
  - Oversees policies and procedures for Observed and Approved Meets.
  - Direct responsibility for policies and procedures related to Sanctioning.
- J. TECHNICAL PLANNING VICE CHAIR**
- Chair the division which is responsible for long-range planning regarding the swimming programs conducted by OSI
  - Continually review and develop OSI philosophy, advising other committees and divisions regarding the implementation of that philosophy in the context of OSI's swimming programs
  - Oversees Time Standards, Technical Planning, Sanctioning and Scheduling
  - Shall possess collaborative responsibility (with Age Group Vice-Chair, Senior Vice-Chair, Coaches Representative and Sanctioning Coordinator) of SC and LC Season Meet Schedules and the general conduct and items associated with Meets.
  - Where issues arise in advance of meets, collaborate with the necessary Committee Chairs (Age Group, Senior, Coaches, Officials and Sanctioning), affected Meet Host staff, and others as necessary to promptly and fully resolve the issue(s).
- K. TIMES/RECORDS COORDINATOR**
- Responsible for overseeing the updates and maintenance of all LSC times records.
  - Oversees the input of times from all LSC Sanctioned and requested Approved/Observed meets into the USA Swimming National Database (SWIMS).
- L. ZONE TEAM COORDINATOR**
- Zone Team Coordinator manages selection of the Ohio Swimming All-Star Team, makes travel and accommodation arrangements, and assists the coaching staff with the meet logistics.

### **Governance Committee**

- The Governance Committee is appointed by the OSI Board of Directors (BOD) and provides oversight and assistance to the OSI BOD to include (but not limited to): assistance in development of operating policies, OSI strategic plan focus, Board succession planning, Board orientation education and publishing a slate of candidates for elective office of Ohio Swimming and candidates for members of the Administrative Review Board.

### **Administrative Review Board**

- The OSI ARB is annually elected by the HOD. Each year, 3 regular members (one of whom is an athlete) and 2 alternates (one non-athlete and one athlete) are elected for a 2-year term. The ARB hears complaints and appeals regarding administrative matters within OSI which do not rise to the level of USA Swimming Code of Conduct violations and are not appeals of sanction decisions.