



**OKLAHOMA  
SWIMMING**

MISSION STATEMENT OKS: To develop excellence, character, and growth in swimming for all.

VISION STATEMENT OKS: To advance our core values of selflessness, excellence, leadership, integrity, inclusion, and development by increasing competitive swimming opportunities and developing relationships that promotes excellence and growth.

## **Oklahoma Swimming Board Member Job Descriptions:**

### **Job Description of OKS General Chair:**

**The Oklahoma Swimming General Chair is responsible for the overall administration and management of the LSC. The General Chair is the Chairman/Chairwomen of the Board of Directors. The General Chair oversees board and executive committee meetings and works in partnership with fellow members to make sure board resolutions are carried out.**

### **Job Description of OKS Admin Vice-Chair:**

**The Oklahoma Swimming Admin Vice-Chair has many duties and responsibilities. The main duty of the OKS Admin Vice-Chair being assisting the General Chair, mainly with administrative matters of the LSC, as directed by the General Chair. The Administrative Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally**

and with other divisions, and committees. Please see the list of Duties and Responsibilities of the Admin Vice-Chair for a detailed list.

#### **Job Description of OKS Senior Chair:**

The Senior Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of OKS LSC. The Senior Vice-chair serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws. The OKS Senior Chair is responsible for oversight and direction of the LSC's Senior swimming program, and is also responsible for the planning and coordination of regular season senior meets and Senior Championships. One of the main responsibilities of the OKS Senior Chair is ensuring OKS athletes get reimbursement from approved National Level meets.

#### **Job Description of OKS Age Group Chair:**

The Oklahoma Swimming Age Group Chair is responsible for the oversight and direction of the LSC's Age Group swimming program. The Age Group Chair is responsible for the planning and coordination of regular season age group meets and the series of age group championship meets. The Age Group Chair also plans for the needs of the Age Group level of our sport, and generates, evaluates, and communicates ideas, which will assist OK Swimming in planning and developing quality age group swimming programs. The OKS Age Group Chair is also involved in, but not limited to, Adaptive

**Swimming, Camps/Clinics, Technical Planning, Time Standards, and the OKS Zone Team.**

**Sanctions Coordinator:**

**The Sanctions Chair is the primary OKS contact that interfaces with event directors and the Technical Planning Chair to assist them with submitting the required information needed to obtain an OKS sanction or recognition for a pool or open water competition. Sanctions person has to be available and ready to respond on short notice to requests for information, willing to take the time to proof read submitted entry forms, and be able to work with other committee chairs.**

**Job Description of OKS Coaches Representative:**

**The Oklahoma Swimming Coaches Rep is responsible for conveying information from the Coach's Committee to the Board of Directors. The OKS Coaches Rep represents the LSC's coaches and their positions to the Board of Directors and House of Delegates regarding the LSC's policies and procedures and coaching direction.**

**Job Description of the OKS Risk Management:**

**The Oklahoma Risk Management oversees the OKS LSC's safety policies and procedures. The OKS Risk Management also conveys**

safety information from USA Swimming to Oklahoma Swimming member clubs and individuals for implementation in our day-to-day practices and meets to help make OKS a safer place to swim and compete! The Risk Management , and Committee, shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches and officials of OKS LSC. The Safety Committee shall develop safety education programs and policy for OKS LSC and make recommendations regarding those programs and policies and their implementation to the applicable division chairs and the OKS LSC Board of Directors. When approved by the Board of Directors, the Risk Management Committee shall be responsible for the coordination of their implementation by the Club Members.

**Job Description of OKS Secretary:**

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the OKS LSC House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA-S as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, shall be custodian of the records of OKS LSC, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of OKS LSC. The Secretary's custody of the minute books and other records shall be as a fiduciary for OKS LSC and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

### **Job Description for OKS Technical Planning Chair:**

The Oklahoma Swimming Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by OKS LSC, the continuing review and development of the OKS LSC philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of OKS LSC's swimming programs. The OKS Technical Planning Chair also plans, administers and manages the LSC's competitive meet schedule. In consultation with appropriate LSC officers, and approves the LSC's meet sanctions and announcements.

### **Job Description of OKS Treasurer:**

The Treasurer shall be the principal receiving and disbursing officer of OKS LSC. Except as otherwise directed by the Finance Vice-chair, the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of OKLSC: and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, the Finance Vice- chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter 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. The Treasurer supervises, deposits, segregates, disperses, and keeps safe all the finances of the OKS LSC.

#### **Job Description of the OKS Finance Chair:**

The Oklahoma Finance Chair provides financial advice and budget review to the LSC. The OKS Finance Chair prepares and recommends the annual budget and is also a member of Budget and Finance Committee. The OKS Finance Chair is the Chief Financial Officer of the OKS LSC, is responsible for the OKS LSC investments, and plays a part in putting together the OKS LSC Marketing and Fundraising plan. The Finance Chair is responsible for our audit, and also for the LSC's internal financial controls.

#### **Job Description of OKS Athlete Representative:**

The Oklahoma Swimming Athlete Rep represents the OKS LSC's athletes' views and desires and coordinates athlete legislation within the OKS LSC. The OKS Athlete Rep represents Oklahoma Swimming's athletes to USA Swimming. The OKS Athlete Representatives shall serve as the liaison between the athletes who are members of OKLSC and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Rep assists the Senior Athlete Rep.