



General Chair

Wisconsin Swimming, Inc.

Mission

Wisconsin Swimming is the local arm of USA Swimming, which is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Amateur Sports Act. We provide programs and services for our members and member clubs. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport, and strive to serve the sport through its core objectives: Build the base, promote the sport, and achieve competitive success.

Position Description

The General Chair is a member of the Board of Directors and the Executive Committee. They are responsible for attending and participating in all of the Board of Directors and House of Delegates meetings. The General Chair shall oversee and have general charge of the management, business, operations, affairs, and property of the LSC, and general supervision over its officers and agents; shall call meeting when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairmen and members for standing and effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors on all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of the LSC.

Duties and Responsibilities

- Serve as a member of the Board of Directors and House of Delegates, Executive Committee, Budget & Finance Committees, Program Development Committee, and as the chair of the Personnel Committee.
- Serve as a member of the Zone Team Committee in regards to selection of athletes and their events, and the head coach for the winter team.
- Preside at the Executive Committee, Board of Directors and House of Delegates meetings.
- See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his charge are property and promptly carried out.
- The General Chair along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- Sign checks, drafts, or other orders for the payment or transfer of money.

- Call special meetings
- Appoint chairmen of standing committees and other coordinators with the advice and consent of the Board of Directors and the respective division vice-chair.
- Appoint up to 10 members as at-large delegates to the LSC House of Delegates.
- With the advice and consent of the Board of Directors, appoint additional delegates to the USA Swimming House of Delegates, if votes are available.
- With the advice of the Board of Directors, appoint delegates to attend the May meeting of the Eastern Zone House of Delegates.
- Receive a resignation from a committee chair or member of either the Board of Directors or Board of Review.
- Fill a vacancy on the Board of Directors, the Board of Review, the Nominating Committee, a committee chair or a committee member with the advice and consent of the Board of Directors, and where applicable, the respective division vice-chair.
- Supervise the permanent office staff with the Administrative Vice-Chair.
- Receive a copy of decision rendered by a Board of Review.

Board Terms

Wisconsin Swimming, Inc.'s General Chair will serve a two-year term and be eligible for re-appointment for one additional term as long as the member is in good standing. They are elected by the House of Delegates and shall be elected in odd numbered years.



Age Group Chair

Wisconsin Swimming, Inc.

Mission

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Position Description

The Age Group Chair is a member of the Board of Directors and the Executive Committee. They are responsible for attending and participating in the Board of Directors and House of Delegates meetings. The Age Group Chair shall chair and have general charge of the affairs and property of the division that develops, coordinates and conducts the age group swimming program of the LSC.

Age Group Division Responsibilities

- Camps/Clinics for Age group Swimmers Disability Swimming
- Technical Planning
- Time Standards for all Swimmers Zone Team

Duties and Responsibilities

- Serve as a member of the Board of Directors, Executive Committee, Budget Committee, Program Development Committee and the Zone Team Committee.
- Assume responsibility for the budgets for LSC-hosted Age Group meets.
- Assist in selection of the Zone Head coach, the assist coaching staff, and the selection of athletes and their events.

Board Terms

Wisconsin Swimming, Inc.'s Age Group Chair will serve a two-year term and be eligible for re-appointment for one additional term as long as the member is in good standing. They are elected by the House of Delegates and shall be elected in odd numbered years.



Administrative Vice-Chair

Wisconsin Swimming, Inc.

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Position Description

The Administrative Vice-Chair is a member of the Board of Directors and the Executive Committee and is responsible for attending all of the House of Delegates and Board of Directors meetings. In absence of the General Chair, they shall conduct meetings, perform all duties, and have the powers of the General Chair when requested by the General Chair or in an event of the temporary or permanent vacancy of the General Chair. The Administrative Vice-Chair is responsible for the creation and maintenance of WSI's Policies and Procedures Manual and aid in the development of policy and coordination of the activities of the officers and committees assigned in Section 607.11.

Administrative Division Responsibilities

- Bylaws/Legislation/Rules
- Elections
- Legal (General Counsel, if applicable)
- Meet Sanctions and Approvals
- Officials
- Policy and Procedures Manual
- Records & Top 16 Tabulation
- Safe Sport Coordinator
- Secretary
- Special Events

Duties and Responsibilities

- Serve as a member of the Board of Directors, Executive Committee, chair of the Audit Committee, the Budget & Finance Committees, the Personnel Committee and as the Meet Sanction Officer
- Have general charge of the business, affairs and property of the division that administers WSI business and affairs
- Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized
- Sign checks, drafts, or other orders for the payment or transfer of money
- Receive safety recommendations from the Safety Coordinator
- Supervise the permanent office staff with the General Chair
- Waive date conflicts for accepted meets

Board Terms

Wisconsin Swimming, Inc.'s Administrative Vice-Chair will serve a two-year term and be eligible for re-appointment for one additional term as long as the member is in good standing. They are elected by the House of Delegates and shall be elected in even numbered years.



Finance Vice-Chair

Wisconsin Swimming, Inc.

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Position Description

The Finance Vice-Chair is the chief financial officer of Wisconsin Swimming, Inc. 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 WSI's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fun-raising planning. The Finance Vice-Chair is responsible for the treasury function, the development and implementation of an investment program for working capital, funded reserves and endowment funds. The Finance Vice-Chair is responsible for the adequacy of the system of internal financial and accounting controls. Together with the treasurer, the Finance Vice-Chair is ultimately responsible for WSI's compliance with Section 608.4.

Finance Division Responsibilities

- Audit
- Insurance
- Marketing/WSI Sponsorship
- Swim-a-Thons Taxes
- Treasurer

Duties and Responsibilities

- Serve as the Chair of the Finance & Budget Committees, Chair of the Audit Committee, and a member of the Personnel Committee.
- Prepare and present an annual budget for thee operations of WSI with the assistance of the Budget/Finance Committee to be approved by the Board of Directors and House of Delegates.
- Prepare and review an audit required by the LSC Bylaws to be adopted by the Board of Directors and House of Delegates, unless this responsibility is transferred to the Audit Committee.
- Responsible for the adequacy of the internal financial and accounting controls
- Together with the Treasure, be responsible for WSI's compliance with Section 608.4 (Public Availability of Certain Information: WSI federal income tax and information returns for the last 3 years, etc.)

- Review the corporation's annual tax returns.

Board Terms

Wisconsin Swimming, Inc.'s Finance Vice-Chair will serve a two-year term and be eligible for re-appointment for one additional term as long as the member is in good standing. They are appointed by the House of Delegates and shall be elected in odd numbered years.



Treasurer

Wisconsin Swimming, Inc.

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Position Description

The Treasurer is the principal receiving and dispersing officer of Wisconsin Swimming. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees, and other receipts of WSI and pay all bills, salaries, expenses, and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-Chair, the Board of Directors or the House of Delegates or required to be paid pursuant to section 610.2.11. They are responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters. The Treasurer signs checks or drafts, wire transfers or other orders for the payment or transfer of money upon the authorized depositories of WSI. The Treasurer is also responsible for preparing the corporation's annual tax returns.

Duties and Responsibilities

- Serve as a member of the Budget & Finance Committees
- Supervise and be responsible for the funds, money, securities, and other financial instruments of WSI
- Cause the moneys, securities and other financial instruments of WSI to be deposited in the name and to the credit of WSI in such institutions as shall be *designed* by the Board of Directors or to be otherwise invested as the Board of Directors may direct
- Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts
- Cause the funds of WSI to be dispersed by checks or drafts, automated debits or wire transfers upon the authorized depositories of WSI, and obtain and preserve proper vouchers for all moneys disbursed
- Retain in the safekeeping of the Treasurer, 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 or the Treasurer shall determine. These books and records shall be a fiduciary for WSI and

- custody and fiduciary state shall end when the Treasurer leaves offices and passes them on to the successor Treasurer.
- Issue a quarterly report listing current budget variances by line item, all receipts, all expenditures and the current fund and account balances from the preceding report and for the fiscal year to date, together with such other items as the Board of Directors may direct.
 - Upon request, at reasonable hours, cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statements to be exhibited to any member of WSI or USA Swimming
 - Cause WSI to be in compliance with the requirements of Section 608.4
 - Have the power to require from the officers, committee chair, coordinators, staff or agents of WSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of WSI
 - Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of WSI
 - File all of the required federal, state and local tax returns, and other financial and tax reports with the applicable government official
 - Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions

Board Terms

Wisconsin Swimming, Inc.'s Treasurer will serve a two-year term and be eligible for re-appointment with no term limits as long as the member is in good standing. The Treasurer shall be a member of the Finance Committee but may not be its chair. They are elected by the House of Delegates and shall be elected in even numbered years.



Safety Chair

Wisconsin Swimming, Inc.

Mission

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Position Description

The Safety Chair is a Board of Directors member and supervised by the Senior Vice-Chair. They are responsible for attending all House of Delegates and Board of Directors meetings. The Safety Chair is responsible for disseminating safety information flowing from USA Swimming headquarters and safety education opportunities. They shall develop a safety education program tailored to Wisconsin Swimming, Inc., and its members and Territory.

Duties and Responsibilities

- Serve as a member of the Board of Directors
- Coordinate the safety enhancement and training opportunities as needed
- Disseminate the USA Swimming safety education information to all group members, athletes, coaches and officials of WSI through a safety report
- Make recommendations for the development and implementation of safety education programs and policies for Wisconsin Swimming, Inc. to the Senior Vice Chair, the Administrative Vice Chair and the Board of Directors
- Make reports required to Section 608.7
- Provide occurrence reports providing all of the necessary information requested by the applicable USA Swimming form at the time of the occurrence by the meet director, officer, or coach with copies to the USA Swimming national headquarters, the Safety Coordinator, the Administrative Vice Chair and the Wisconsin Swimming, Inc., office.
- Present an injury report concerning swimming-related injuries within the Territory at each of the house of Delegates and Board of Directors meetings and make recommendations for actions to be taken by WSI and its members

Board Terms

Wisconsin Swimming, Inc.'s Safety Chair will serve a two-year term and be eligible for re-appointment for one additional term as long as the member is in

good standing. They are elected by the House of Delegates and shall be elected in odd numbered years.



Secretary

Wisconsin Swimming, Inc.

Mission

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Position Description

The Secretary is a member of the Board of Directors and supervised by the Administrative Vice-Chair and is responsible for keeping record of all of the House of Delegates and Board of Directors meetings. The Secretary conducts official correspondence through issuing meeting notices and safe keeping copies of the House of Delegates and Board of Directors notices, minutes, as well as any other records of the LSC. They shall make all reports to USA Swimming as required by Article 608 of the Bylaws. All records shall be a fiduciary for WSI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

Duties and Responsibilities

- Serve as a member of the Board of Directors
- Act as the custodian of the records and the seal of WSI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments (may be delegated to the staff of the LSC's permanent office)
- Distribute and receive ballots for a mail notice
- See that all required reports and remittances are made to the USA swimming national headquarters along with the Membership/Registration Coordinator, the General Chair, the Finance Vice-Chair and the Treasurer
- Provide a written notice when a member of the Board of Directors, the Board of Review or a Committee Chair is to be removed for deficiency of purpose
- Within 30 days after each meeting of the Board of Directors and House of Delegates, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.
- Receive reports and filings from the Treasurer for submission to the BOD and USA Swimming
- Cause to make all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by other state or municipality in which in operates

Board Terms

Wisconsin Swimming, Inc.'s Secretary will serve a two-year term and be eligible for re-appointment with no term limits as long as the member is in good standing. They are elected by the House of Delegates and shall be elected in odd numbered years.