**HAWAIIAN SWIMMING**

**Board of Directors**

**Commitment**

The Hawaiian Swimming Inc. (HISI) Board of Directors (BOD) serve as the resource and support for the development of competitive swimming and social responsibility. HISI is committed to the development and implementing the best programs and effective services. Cooperation and contribution by the BOD are essential for governance performance. BOD members and committee chairs should embrace the opportunity to be involved in shaping and championing our athletes, officials, coaches and volunteers. All BOD members should also consciously involve others in the fulfillment of their respective responsibilities as well as train future leaders, enhance the program through the continuous introduction of fresh ideas, and planning a functional succession plan. Anyone leading a task should feel they have the unconditional support of the BOD. All members accept their positions with the commitment to provide support as needed.

Board members are expected to attend and participate in the meetings of the Board, the House of Delegates, and Board Committee meetings, as well as attending on a regular basis the swim competitions as they are able. Board meetings may occur in person and/or on zoom calls, with at least six Board meetings, two House of Delegates meetings, and three or more Committee meeting months on the annual calendar.

Directors should review the Bylaws and Policies and Procedures, and insure they understand the LSC Conflict of Interest and Gift Policies.

**Board of Directors**

**ELECTED BOARD MEMBERS:**

EXECUTIVE COMMITTEE:

General Chair

Admin Vice‐Chair

Senior Vice‐ Chair

Age Group Vice‐Chair

Finance Vice‐Chair

BOD MEMBERS:

Board Secretary

Treasurer

Registration Chair

Technical Chair

Coaches’ Rep

Senior Athlete Representative

Junior Athlete Representative

APPOINTED BOARD MEMBERS:

Officials Chair

Operational Risk Chair

At‐Large (Hawaii County)

At‐Large (Maui County)

At‐Large (Oahu County)

At-Large Athlete Representative (Hawaii County)

At-Large Athlete Representative (Maui County)

At-Large Athlete Representative (Oahu County)

Safe Sport Chair

Diversity, Equity, Inclusion Chair

NON‐VOTING POSITIONS:

Past General Chair

STANDING COMMITTEES (APPOINTED)

Athletes Committee

Finance Committee

Governance Committee

Nominations Committee

Operational Risk Committee

Executive Committee

OTHER COMMITTEES

Sanction/Meet Scheduling Committee

**Board of Directors Description/Responsibilities**

**GENERAL CHAIR**

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of HISI, and general supervision over its officers and agents.

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair 2‐year term, elected in even years, limited to 2 consecutive terms (re‐election to same position requires a lapse of two years).
* Position may not be combined with any other office
* Non-voting member of the House of Delegates and Board of Directors (vote will cast decision in case of a tie)

**Position Requirements**:

* USA Swimming Membership
* Registered with Hawaiian Swimming
* Must have a minimum two (2) years of service on the HISI Board of Directors

**Duties and Responsibilities:**

* Call meetings BOD and HOD when and where necessary
* Preside at all BOD and HOD meetings
* Appoint committee chairs and members with advice and consent of BOD
* Report to BOD all matters within his/her knowledge in the interest of HISI
* Assure the fulfillment of any LSC obligations to the Hawaiian Swimming and USA Swimming.
* General Chair will serve as:
* Chair of the Board of Directors
* Chair of the Executive Committee
* Oversee the Sanction Committee
* Member of the Finance Committee
* Member of the Swimmer Awards Committee
* Attend the USA Annual Meeting as a voting representative

**ADMINISTRATIVE VICE CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Administrative Vice Chair
* 2‐year term, elected in even years, limited to 2 consecutive terms; re‐election to same position requires
* a lapse of two years
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Administrative Vice‐Chair shall conduct meetings in the absence of the General Chair and, at the
* request of the General Chair or in the event of the disability of the General Chair, shall perform all of the
* duties of the General Chair, and when so acting shall have all the powers of the General Chair

**Duties and Responsibilities:**

* Attend BOD meetings and HOD meetings
* Chair and have charge of the business and affairs and property of the Administrative Division
* Aid in development of policy and coordination of the activities of the officers and committees within the division
* Responsible for creation and maintenance of HISI’s Policies and Procedures Manual
* Direct responsibility or overview support for the following.
* Safe Sport (policies & procedures)
* Awards Banquet
* Bylaws/Legislation/Rules/Policies and Procedures Manual
* Club Development
* Computer/Office Equipment
* Elections
* Insurance
* Legal (General Counsel, if applicable)
* Membership/Registration (support for Membership/Registration)
* SWIMS (support for Membership/Registration & Technical Planning)
* Personnel (if applicable)
* Public Relations/Publications/Newsletters
* Records/Top 10 Tabulation
* Special Events
* Member of Executive Committee and Finance/Budget Committee
* Attends the USA Swimming Convention as a HISI voting representative

**SENIOR VICE CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Senior Vice Chair
* 2‐year term, elected in even years, limited to 2 consecutive terms; re‐election to same position requires
* a lapse of two years
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Senior Vice Chair shall chair and have charge of the affairs and property of the division that develops
* and conducts the senior swimming program, including development of long‐range plans for swimming
* programs

**Duties and Responsibilities:**

* Attend BOD meetings and HOD meetings
* Chair and have charge of the business and affairs and property of the Senior Division
* Aid in development of policy and coordination of the activities of the officers and committees within the
* division
* Serve as liaison to Athlete Representatives and Athletes Committee
* Assure that Athlete Representatives elections are held in accordance with the bylaws
* Monitor participation in national and sectional meets for reimbursement purposes
* Direct responsibility for the following
* Awards
* Camps/Clinics
* Diversity
* Meet Evaluation
* Meet Management
* Meet Sanctions
* Meet Sponsorship
* Officials
* Safety
* Member of following committees
* Executive Committee
* Budget (Finance) Committee
* Sanction Committee
* Swimmer Awards Committee
* Attends the USA Swimming Convention as a HISI voting representative

**AGE GROUP VICE CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Age Group Vice Chair
* 2‐year term, elected in odd years, limited to 2 consecutive terms; re‐election to same position requires a lapse of two years
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Age Group Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the age group swimming program

**Duties and Responsibilities:**

* Attend BOD meetings and HOD meetings
* Chair and have charge of the business and affairs and property of the Age Group Committee.
* Aid in development of policy and coordination of the activities of the officers and committees
* Chair of Program Development Committee
* Direct responsibility for the following
* Annual HISI IMX and HISI Scholastic Awards
* Disability Swimming
* Age Group
* Camps/Clinics
* Open Water
* Program Development
* Technical Planning
* Time Standards
* All Star and Zone Teams
* Member of following committees
* Executive Committee
* Budget (Finance) Committee
* Sanction Committee
* Athlete Representative Slate Selection Committee
* Swimmer Awards Committee
* Attends the USA Swimming Convention as a HISI voting representative

**FINANCE VICE CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
* 2‐year term, elected in even years, limited to 2 consecutive terms; re‐election to same position requires a lapse of two years
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Finance Vice Chair shall be the chief financial officer of HISI who chairs and has charge of the
* affairs and property of the division that includes the Treasury function, the development and
* implementation of an investment program for HISI’s working capital, funded reserved and endowment
* funds, and the development and implementation of a marketing and fund‐raising plan for HISI

**Duties and Responsibilities:**

* Attend BOD meetings and HOD meetings
* Chair and have charge of the Finance Division of HISI
* Prepare, with the assistance of the Finance/Budget committee, an annual budget and present for approval by BOD and HOD
* Cause to be conducted the annual audit by either an internal Audit Committee or and external audit
* firm; review audit and present for acceptance by the BOD
* Responsible for system of internal financial and accounting control
* Direct responsibility for the following
* Audit
* Budget
* Finance
* Marketing/Sponsorship
* Swim‐a‐thon
* Tax
* Treasurer
* Ultimate responsibility (with Treasurer) for HISI’s compliance of public availability of information as per bylaws.
* Member of following committees
* Chairman of Finance/Budget Committee
* Chairman of Audit Committee
* Member of Executive Committee and Personnel Committee

**TREASURER**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Treasurer
* 2‐year term, elected in odd years, no term limits
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Treasurer shall be designated as the principal receiving and disbursing officer of HISI

**Duties and Responsibilities**

* Attend BOD meetings and HOD meetings
* Oversee all moneys, incomes, fees and other receipts (except as otherwise directed by the Finance Vice‐Chair or the Board of Directors)
* Pay all bills, salaries, expenses, and other disbursements approved by authorized officer, chair, BOD, HOD, or as required by specific Bylaws articles.
* Perform all duties incident to the corporate treasury function
* Make required reports to USA Swimming (HOD and BOD minutes, copies of the annual closing Balance Sheet, Statement of Income and Expense for preceding fiscal year following completion of audit, audit report, copy of 990)
* Current procedures are as follows:
* An accounting firm may be employed to handle the day‐to‐day accounting and disbursements of HISI.
* Income for registration shall be received, journaled, and deposited by the Registration Chair.
* Statements are sent monthly to the current accounting firm.
* Income for HISI meets, splash fees, sanction fees, etc. shall be received by the HISI Office,
* journaled, and deposited by the Office with statements of deposit sent to the current accounting firm.
* Requests for payments including athlete reimbursement, expenses incurred by officers and
* chairs, etc., shall be forwarded to the MW Office and uploaded by Office to bill.com for payment
* by accounting firm.
* Treasurer will verify and sign off on all payments. Two signatures (designated by HOD for payments over $500.00
* Reports including monthly balance sheet, income and expenditures, monthly profit and loss budget, etc. will be provided by the Treasurer to the Directors and House of Delegates meetings**.**

**SECRETARY**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Secretary
* 2‐year term, elected in odd years, no term limits
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* Supports HISI as administrative assistant responsible for facilitating communications within the LSC, membership interactions and works with the public if applicable. Duties include scheduling meetings, communications, and providing general support for other BOD members

**Duties and Responsibilities:**

* Attend BOD meetings and HOD meetings
* Keep records (minutes) of all meetings of the HOD and BOD
* Conduct official correspondence, including meeting and other notices
* Perform any duties incidental to the office
* Attest the execution of all duly authorized instruments
* Be the custodian of HISI records (copies of minutes, official correspondence, meeting and other notices, and any other records of HISI and the corporate seal)
* Have custody of the minute books and other records as fiduciary for HISI and shall end when the Secretary leaves office and passes records on to the successor Secretary

**COACH REPRESENTATIVE**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Coach Representative
* 2‐year term, elected in even years by coach constituency as outlined in HISI bylaws, limited to 2 consecutive terms; re‐election to same position requires a lapse of two years
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Coach Membership
* HISI Coach Membership

**Job Summary:**

* The Coach Representative shall serve as the liaison between coaches who are members of HISI and the
* BOD and HOD

**Duties and Responsibilities**

* Attend BOD meetings and HOD meetings
* Facilitate nominations and elections of HISI/ASCA Age Group Coach of the Year
* Facilitate election of the Coach Representative
* Undertake activities in the best interest of coach members and the sport of swimming
* Member of the following committees:

**ATHLETE REPRESENTATIVE**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Athlete Representative
* 2‐year term, one elected in even years, one elected in odd years by athlete constituency as outlined in HISI bylaws
* Athlete in first year of elected term will be the Junior Athlete Representative
* Athlete in second year of elected term will be the Senior Athlete Representative
* 2‐year term (or as needed) for appointed Athlete at Large
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Athlete Membership
* HISI Athlete Membership

**Job Summary:**

* The Athlete Representatives shall serve as the liaison between athletes who are members of HISI and
* the BOD and HOD

**Duties and Responsibilities**

* Attend BOD meetings and HOD meetings
* Senior Athlete Representative will chair the Athletes Committee
* Member of Executive Committee
* Member of Finance/Budget Committee
* Member of Athlete Representative Slate Selection Committee
* Member of various standing committees as appointed by the General Chair
* Attends the USA Swimming Convention as a HISI voting representative
* Junior Athlete Representative
* Support the Athletes Committee
* Member of various standing committees as appointed by the General Chair
* Attends the USA Swimming Convention
* Athlete At‐Large
* Support the Athletes Committee
* Member of various standing committees as appointed by the General Chair
* Attends the USA Swimming Convention when budget funds available

**SAFE SPORT CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Safe Sport Chair
* 2‐year term, appointed in odd years, limited to 2 consecutive terms; re‐appointment to same position requires a lapse of two years
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Safe Sport Chair shall chair the Safe Sport Committee and shall be responsible for the implementation and coordination of, and serve as the HISI liaison for the USA Swimming Safe Sport Program

**Duties and Responsibilities**

* Attend BOD meetings and HOD meetings
* Shall work with the USA Swimming Safe Sport staff and Committee to implement pertinent aspects of the national Safe Sport program with HISI
* Work with LSC webmaster to post Safe Sport materials and links to USA Swimming Safe Sport
* Understand complaint and reporting structure and immediately refer all reports to USA Safe Sport
* Ensure confidentiality and share only on ‘need to know’ basis
* Will serve as primary contact for HISI to coordinate and implement educational programs within HISI
* Be trained regarding complaint reporting and refer all reports of violation to local club, General Chair, USA Swimming Safe Sport staff, and any/or other appropriate authority
* Participate in USA Swimming workshops promoting Safe Sport and disseminate information to LSC clubs
* Serve as information resource for LSC clubs and membership
* Receive and provide feedback to clubs and USA Swimming
* Foster and encourage safe, healthy, positive environments for all members
* Chair the Safe Sport Committee

**AT-LARGE DELEGATES (Non-Athlete/Athlete)**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC At Large Delegate
* Positions are appointed by General Chair with approval by the BOD
* Positions to be responsible to provide report to the BOD information regarding the geographic county.
* Voting Member of the House of Delegates and Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Delegates At Large shall serve with inherent powers and duties as members of the Board of Directors and House of Delegates

**Duties and Responsibilities**

* Attend BOD meetings and HOD meetings
* May have powers and duties as may be delegated to them by the HISI Policies and Procedures Manual,
* the General Chair the Board of Directors of the House of Delegates

**OFFICIALS CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Officials Chair
* Appointed with the approval of the BOD
* Non-voting Member of the House of Delegates or Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership
* Certified Referee within HISI

**Job Summary:**

* The Officials Chair shall serve in a leadership role for all officials within HISI.

**Duties and Responsibilities:**

* Attend HOD meetings and BOD meetings
* Along with the Officials Committee, take responsibility for recruiting, training, certifying, and supervising
* officials with HISI
* Assign key officials for the HISI championship meets
* Coordinate the assigning of observers for the high school state, conference and other observed meets
* Member of the following committees:
* Chair of the Officials Committee
* Serve on other committees as delegated by the General Chair or BOD

**MEMBERSHIP/REGISTRATION COORDINATOR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC
* Membership/Registration Coordinator
* 2‐year term, appointed in odd years, no term limitation
* Voting Member of the House of Delegates; non‐voting member of the Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Membership/Registration Coordinator is responsible for processing all registrations and transfers for athletes, non‐athletes, and clubs within the HISI LSC through the SWIMS database.

**Duties and Responsibilities:**

* Attend HOD meetings and BOD meetings
* Prepare HISI Registration Manual annually for club registrars prior to beginning of registration year
* Process all registrations within one week of receipt
* Deposit all registration funds received in a timely manner
* Reconcile registration payment and processing on a monthly basis
* Provide accounting firm with accurate financial summary of all registrations on a monthly basis
* Make periodic summary reports to the BOD and HOD
* Aid in the development of HISI policy and procedures pertaining to registration
* Provide information about USA Swimming and HISI to prospective individual and group members through HISI website and information/registration packets
* Attend USA Swimming Registration Workshop if possible when offered
* Provide coach membership lists to meet hosts when needed

**TECHNICAL PLANNING CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Technical Planning Chair
* 2‐year term, appointed in odd years, no term limitation
* Voting Member of the House of Delegates; non‐voting member of the Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Technical Planning Chair is responsible for guiding the long‐range planning regarding the swimming programs conducted by HISI

**Duties and Responsibilities:**

* Attend HOD meetings and BOD meetings
* Will continually review and develop HISI philosophy
* Advise other committees and divisions regarding implementation of that philosophy in the context of HISI’s swimming programs
* Chair of the Technical Planning Committee
* Serve on other committees as delegated by the General Chair or BOD

**OPERATIONAL RISK CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Operational Risk Chair
* Appointed with the approval of the BOD
* Non-voting Member of the House of Delegates or Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Operational Risk Chair is responsible to promote safety throughout the HISI swimming community.

**Duties and Responsibilities:**

* Attend HOD meetings and BOD meetings
* Serve as liaison between USA Swimming/HISI and Club Operational Risk Coordinators
* Provide reports of injuries within HISI at BOD and HOD meetings as requested
* Provide input and periodically review HISI warm‐up guidelines
* Communicate regularly with Club Operational Risk Coordinators
* Contact USA Swimming, with knowledge of the General Chair unless otherwise agreed to, with safety questions and concerns
* Disseminate safety information and required forms to all member clubs, coaches and officials
* Provide information for compliance with USA Swimming rules and HISI rules
* Review and refine HISI safety programs and club level programs
* Review completed Report of Occurrence forms, making suggestions on how to prevent re‐occurrence
* Promote safety as a topic to be discussed at coaches and officials pre‐meet meetings
* Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubs
* Chair the Operational Risk Committee
* Serve on other committees as delegated by the General Chair or BOD

**GOVERNANCE CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming for the position of LSC Governance Chair
* Appointed by General Chair to a 2‐year term with advice and consent of the Governance Committee and BOD with no term limitation.
* Non‐voting member of the Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Governance Chair is responsible for guiding the Governance Committee in its stated duties in the HISI Bylaws to include evaluation of the governing of HISI and the nomination of candidates for HOD elected positions within HISI

**Duties and Responsibilities:**

* Attend HOD meetings and BOD meetings
* Attend to duties of the Governance Committee as outlined in the HISI Bylaws
* Lead in evaluation of mission, vision and value statements
* Lead in periodic evaluation of general operating policies of HISI
* Nominate candidates for the positions elected by the HOD

**DIVERSITY, EQUITY AND INCLUSION CHAIR**

**Position Specifications:**

* Supported by the LSC and guidelines set by USA Swimming Diversity Goals and Objectives
* 2‐year term, appointed by General Chair with advice and consent of the BOD,
* terms; re‐appointment to same position requires a lapse of two years
* Voting Member of the House of Delegates; non‐voting member of the Board of Directors

**Position Requirements**:

* USA Swimming Membership
* HISI Membership

**Job Summary:**

* The Diversity/Equity/Inclusion Chair shall help develop and implement strategies, policies and programs that will create a diverse, equitable, and inclusive environment for swimmers in HISI, and build on the population of underrepresented coaches, athletes, administrators, and sports officials within HISI and USA Swimming
* Serve as a voice for HISI’s under‐represented populations including but not limited to African American, Hispanic American, Asian American, and Native American ethnic groups as well as those swimmers from challenging socio‐economic backgrounds

**Duties and Responsibilities:**

* Attend HOD meetings and BOD meetings
* Create and coordinate community related activities that help to promote swimming in HISI and community at large (Diversity meets, forums, summits, camps)
* Develop short-term and long-term projects specifically to community areas of need in HISI
* Support and assist with USA Swimming Diversity Select Camp goals and objectives including promotion of the Camp’s selection process within HISI
* Develop opportunities for minority swimmers to compete as a HISI team at the Central Zone’s Multicultural meet
* Work with teams that target diversity and inclusion within HISI
* Communicate information about diversity and inclusion programs and activities
* Track results of diversity and inclusion programs within HISI

*All DEI events will be incorporated into the HISI Schedule of events.*