



DUTIES AND POWERS OF ELECTED POSITIONS

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General Duties of the Board of Directors (Bylaw 5.6, excerpted)

The Board of Directors acts in a limited capacity for Illinois Swimming and the House of Delegates in the intervals between meetings of the House. In addition certain other duties prescribed in the USA Swimming Rules and Regulations or Illinois Swimming Bylaws, the Board of Directors has the power and duty to establish and direct policies, procedures and programs, oversee officer and staff conduct in the day-to-day management of organization affairs, prepare and present the annual budget to the House with recommendations, approve the annual audit, retain independent contractors and employees it determines are necessary to conduct the organization's business, and appoint other officers, agents, or committees or coordinators with the authority to perform duties as provided in the Bylaws.

General Chair

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of ISI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit ISI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of ISI.

Administrative Vice-Chair

The Administrative Vice-Chair:

- Chairs the Administrative Division, which has general charge of the business affairs and property of Illinois Swimming
- Aids in policy development and coordinates the activities of the officers and committees within the Administrative Division and their interactions with other divisions and committees.
- Is responsible for the creation and maintenance of ISI's Policies and Procedures Manual.
- Has the responsibility to see that the Coach Representative elections are held in accordance with the Bylaws.
- Has responsibility for Bylaws/Legislation/Rules, Equipment, Insurance, Legal, Membership/Registration, Reportable Times, Personnel, and Public Relations.
- Is a member of the Finance Committee, Budget Committee and Personnel Committee.
- Serves as the General Chair in the event of a vacancy in the office or of the General Chair's temporary or permanent incapacity.
- Conducts meetings in the absence of the General Chair.
- Prepares reports for the Board concerning the business of the Administrative Division and activities of the Administrative Vice-Chair.

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- Submits governance documents required by USA Swimming in compliance with Article 8 of the Illinois Swimming Bylaws.
- Can sign and execute deeds, mortgages, bonds, contracts, agreements, or other authorized instruments such as checks, drafts, or orders for the payment of transfer of funds.
- Reviews insurance policies and recommendations regarding changes to the Board.
- Serves as the liaison to the Athletes Representatives and the Athlete Committee and is responsible to see that the Athlete Representatives' elections are held in accordance with the Illinois Swimming Bylaws.
- Oversees the organization's records retention policy and practices.
- Is the Board's interface with and oversees the operation of the Administrative Review Board.

Senior Vice-Chair

The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of ISI.

The Senior Vice Chair:

- Serves as a liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.
- Heads the Senior Division and Committee.
- Oversees Camps/Clinics and Senior Program Development.
- Makes recommendations for the awarding of ISI Championship meets to the Board of Directors.
- With the Senior Committee:
 - Governs and programs ISI Senior Championships.
 - Determines Championship meet time standards.
 - Oversees the Club and Athlete Support programs of ISI.
- Other duties as dictated by ISI Rules and the Policy and Procedure Manual.
- Co-chairs the Performance Task Force.

Secretary

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



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Diversity, Equity and Inclusion Chair

Diversity, Equity and Inclusion (DEI) is a newly established voting member position on the ISI Board of Directors, having been ratified by the House of Delegates in October 2021.

The DEI chair is to establish such programming and policy that would increase participation in ISI programming for under-represented groups.

Open Water Chair

The open water chair is tasked with encouraging participation in and aiding in the programming of open water swimming events, programming and governing an annual open water state championship, and chairing the open water committee.

Coach Representative (Large Club)

The Coach Representative (Large Club) co-chairs the coaches committee with the Coach Representative (Small Club), and represents coach interests on the Board of Directors.

Governance Committee

This is the first election of the Governance Committee. We will elect three individuals to two-year terms and three individuals to one-year terms. At least two of the six must be athlete members.

Its duties are to:

- Assist in periodic evaluation of the mission and vision statements and the Bylaws of ILSI;
- Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
- Aid in the development of personnel practices procedure including job descriptions and annual review of staff;
- Ensure that the Board's focus remains on the strategic plan;
- Aid in the development of expectations and processes for accountability of Board members;
- Develop criteria for the qualities and required characteristics of Board officers;
- Lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- Nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;



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- Publish the slate of candidates to the ILSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- Design and implement Board orientation and an ongoing program of Board education and development; and
- Lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

Administrative Review Board

The ARB body is responsible for resolving disputes within our LSC that are not Code of Conduct violations or National Board of Review issues. The Administrative Review Board of ISI shall be independent and impartial. It shall have at least three (3) regular members, at least one of whom shall be an athlete member, and at least one alternate member. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (33%) of its membership. The term of office shall be two (2) years. In no case shall elected members of the Board of Directors serve on the Administrative Review Board.

Central Zone Sanction Appeals Board

Illinois Swimming has three member representatives on the Central Zone Sanction Appeals Board. They are periodically called on by the Central Zone to hear appeals related to the sanctioning of meets, generally outside of Illinois Swimming.