New England Swimming, Inc.
Governance Committee
April 25, 2020 Annual Meeting
Job Descriptions for Elected Positions

**General Chair:** The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of New England Swimming (NES), 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 the 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 NES 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 NES.

**Administrative Vice Chair:** 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 of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the Administrative Division, which administers New England Swimming (NES) business and affairs. 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, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of NES's Policy and Procedures Manual. The Administrative Vice Chair will serve as the 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 the Bylaws.

**Financial Vice Chair:** The Financial Vice Chair is the chief financial officer of New England Swimming (NES). The Financial Vice Chair shall chair and have general charge of the affairs and property of the Finance Division, which includes the Treasury function, the development and implementation of an investment program for NES's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for NES. The Finance Vice Chair, with the assistance of the Finance Committee, shall prepare an annual budget for NES's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of NES's system of internal financial and accounting controls. The Finance Vice Chair is the chair of the Finance Committee and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice Chair is ultimately responsible for NES's compliance with Article 8 of the Bylaws.

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Secretary: The Secretary shall be responsible for keeping a record of all meetings of the New England Swimming (NES) 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 the Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of NES’s permanent office, shall be custodian of the records and the seal of NES, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept at NES’s permanent office copies of all minutes, official correspondence, meeting and other notices, any other records of NES and the NES corporate seal.

Program Operations Vice Chair: The Program Operations Vice Chair of New England Swimming (NES) shall chair and have general charge the Operations Division of NES, including affairs and program operations that broadly impact NES, including operational risk and safety, meet operations, officials, diversity equity and Inclusion, sanctions, technical planning, and governance.

Development and Performance Vice Chair: The Development and Performance Vice Chair of New England Swimming (NES) shall have general charge of the Development and Performance Division of NES, including all aspects of the competitive swimming programs of NES, the Senior and Age Group programs, Open Water program, the maintenance of the NES meet calendar, and coordination with the Coach Representatives.