

## **Administrative Vice Chair**

**Division:** Administration

**Reports to:** The General Chair

**Length of Term:** 2 years, maximum of 4 before breaking for 2

**Years of Election:** Even years, for up to 2 consecutive terms

The Administrative Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates.

### **Job Description Overview:**

Attend and participate in all Board of Directors and House of Delegates Meetings

The Admin Vice-chair shall conduct meetings in the absence of the General Chairman. At the request of the General Chairman or in the event of the disability of the General Chair, the Admin Vice-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 Admin Vice-chair shall work with the General Chair and the Vice Chair of Finance to administer the New England Swimming business and affairs division.

The Admin Vice-chair serves as a **liaison to the Athlete Representatives** and to the Athlete Committee and shall be responsible to see that the Athlete Representative elections are held in accordance with the Bylaws.

- Attend and participate in the Athlete Committee Meetings
- Guide the athlete committee members with the projects they are undertaking and to ensure that their activities are within New England Swimming by-laws, policy and procedures and mission.
- Assist the Athlete Reps with their annual budget preparation
- Be a resource to the athletes as needed.

The Admin Vice Chair may serve as the **Chair of the Calendar Committee**.

- Conduct committee meetings, at least twice per year after bids are received for the upcoming season, to review and approve the seasonal meet calendars and to determine the allocation of the respective end of season meets. In addition, the committee shall assemble a quad plan and end of season meet evaluations.
- Waive date conflicts for late meet bids with the consent of the calendar committee.
- Work with the office staff and Sanction Chair to communicate to committee members, meet hosts and the general membership in a timely manner and in accordance with the by-laws.

In conjunction with the General Chair oversee public relations and communications, including social media for all aspects of the LSC.

Serve on the Audit, Budget, Finance and Personnel Committee.

Carry out the LSC Strategic Plan.

Attend USA Swimming conventions and meetings as deemed appropriate by the LSC.

Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: "Provide opportunities for all to achieve their highest potential in competitive swimming."

Perform all other duties as requested by the General Chair, Board of Directors, or House of Delegates