

GENERAL CHAIR

Reports to: The House of Delegates

Elected: In even year at the HOD meeting

Term: 2 years

Job description overview:

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of New England Swimming, 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 New England Swimming 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 New England Swimming. The General Chair is a member of the Executive Committee.

Duties and Responsibilities:

- Provide the New England Swimming Board of Directors and the New England Swimming community with a vision for successful operations of the LSC.
 - Support and promote the LSC vision, mission and core values.
 - Implement and oversee yearly strategic planning sessions.
 - Provide the LSC membership with regular updates on the performance of New England Swimming in relation to the vision and mission of the LSC.
- Run effective and efficient board meetings.
 - Review and approve the meeting agenda in advance of the meeting.
 - Utilize Robert's Rules of Order in administering the board meetings.
 - Support focused dialogue and decision-making during board meetings.
- Oversee and supervise all New England Swimming, Inc. staff and contracted employees.
 - Complete yearly employment evaluations with the support of the Personnel Committee.
 - Oversee the budget and finances of the LSC with the support of the Finance Committee.
 - Provide support and direction for the staff, as needed.
- Oversee and supervise all New England Swimming, Inc. committees, committee chairs and board members.
 - Appoint committees and committee chairs with the advice and consent of the Board of Directors where required by the New England Swimming By-Laws.
 - Ensure that all committees and board members clearly understand and implement their primary duties.
 - Provide support and direction for the committees and board members, as needed.
- Provide outstanding leadership for the entire New England Swimming community.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for New England Swimming.
- 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 Board of Directors or House of Delegates