Board of Directors

Administrative Vice-Chair

Job Description

**Meeting Expectations**

* Provide insight, suggestions, and concerns regarding LSC matters.
* Vote on decisions in the best interest of the Maine Swimming LSC and its mission.
* Avoid conflict of interest or perceived conflict of interest by acknowledging potential conflicts upfront which may mean potentially forfeiting a vote.
* Abide by Robert’s Rules of Order during meetings of the Board.
* Attend Board of Director and House of Delegate Meetings, and any meetings, conference call or otherwise, throughout the year.

**Committee Commitment**

* Chair the Executive Committee.
* Member of the Governance Committee
* Attend regular meetings or conference calls of the Governance Committee to conduct necessary business.
* Member of other committees/task forces as they are needed (i.e. Crisis Management)

**Fiscal Responsibility**

* Provide financial oversight of the LSC budget, and respective committee budget.

**Other Responsibilities -** In addition to the regular Board of Directors responsibilities listed above, the Administrative Vice-Chair also holds the following responsibilities:

* Conduct meetings in the absence of the General Chair.
* Perform all duties of the General Chair, with the powers of the General Chair, in the event of absence or illness.
* Oversee and have authority over the management, business, operations, affairs and property of Maine Swimming.
* Aid in the development of policy and coordination of the activities of the officers and committees.
* Maintain updates of Maine Swimming’s Policies and Procedures Manual, Rules and Regulations, and Bylaws.
* Oversee the organization of the Maine Swimming annual Banquet.

*Reference Maine Swimming Bylaws Article 5 Board of Directors for more information on the role of the Board Director.*

*Reference Maine Swimming Bylaws Article 6 Officers for more information on the role of the Administrative Vice-Chair.*