Board of Directors

Coaches’ Representative

Job Description

**Requirements:** The Coaches’ Representative must be a properly registered coach with Maine Swimming.

**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 Coaches’ Committee.
* Hold quarterly meetings or conference calls of the Coaches’ Committee to conduct necessary business.
* Member of the Technical Planning Committee.
* Attend regular meetings or conference calls of the Technical Planning Committee to conduct necessary business.
* Member of other committees/task forces as they are needed.

**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 Coaches Representative also holds the following responsibilities:

* Communicate with the coaches within the Maine Swimming LSC on a regular basis to disseminate information from the Board of Directors and House of Delegates.
* Undertake discussions and activities in the best interest of the Maine Swimming coaches and the sport of swimming.
* Recommend MESI winter championship times to the Technical Planning Committee.
* Plan annual coach education opportunities.
* Oversee Coach and Assistant Coach of the Year nominations and elections
* Oversee Coach of the Meet nominations and elections.

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

*Reference Maine Swimming Policies and Procedures Section 405 for more information on the role of the Coaches’ Representative.*