

GENERAL CHAIR

The General Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in odd years for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the General Chair are defined by the LSC Policies and Procedures as follows:

General Chair: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of the LSC, 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 these Policies and Procedures and with the advice and consent of the Board of Directors, shall appoint committee chairmen and members for standing and special committees or coordinators as may be necessary to permit the LSC 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 the LSC.

In addition, the General Chair shall:

- preside at the Executive Committee, Board of Directors and House of Delegates meetings.
- along with the Membership/Registration Coordinator, the Secretary, the Finance Chair, and the Treasurer, be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- have the authority / obligation to:
 - execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
 - sign checks, drafts or other orders for the payment or transfer of money.
- serve as a member of the Personnel Committee
- call special meetings.
- appoint up to 10 members as At-Large delegates to the LSC House of Delegates with the advice and consent of the Board of Directors
- with the advice and consent of the Board of Directors, appoint additional delegates to the USA Swimming HOD, if votes are available
- appoint delegates to attend the Spring meeting of the Eastern Zone with the advice and consent of the Board of Directors.
- fill a vacancy on the Board of Directors, the Administrative Review Board, the Governance Committee, a committee chair or a committee member with the advice and consent of the Board of Directors and, where applicable, the respective division vice-chair.
- With the Administrative Vice-Chair, generally supervise the permanent office staff.

ADMINISTRATIVE VICE-CHAIR

The Administrative Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in odd years for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Administrative Vice-Chair are defined by the LSC Policies and Procedures.

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 division that administers VSI 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 VSI's Policies and Procedures Manual.

The Administrative Vice-chair serves as chair of the Administrative Division and is responsible for the oversight of the following officers, committees, coordinators and areas:

Administrative Division – Administrative Vice-chair

Awards Banquet (Coordinator)
Rules/Legislation (Coordinator)
Disability
Diversity
Elections
Governance Committee
Meet Sanctions
Membership/Registration
National Times (Coordinator)
Officials Committee
Open Water
Secretary
Webmaster

In addition the Administrative Vice-Chair has the authority / obligation to:

- A. attend and participate in meetings of the House of Delegates and the Board of Directors.
- B. execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- C. sign checks, drafts or other orders for the payment or transfer of money.
- D. require periodic reports from the Registration/Membership coordinator.
- E. review meet announcements and issue meet sanctions or approvals.
- F. serve on the Finance Committee.
- G. with the General Chair, generally supervise the staff to ensure that daily and monthly activities are handled appropriately.
- H. lead or participate in special projects that benefit the LSC and its membership.

AGE GROUP VICE-CHAIR

The Age Group Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an odd year for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Age Group Vice-Chair are defined by the LSC Policies and Procedures:

Age Group Vice-Chair: The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program VSI including meet management for all age group swimming meets sponsored by VSI.

The Age Group Vice-Chair serves as chair of the Age Group Division and is responsible for the oversight of the following committees and coordinators as described in the LSC Policies and Procedures:

Age Group Division

- Age Group Committee (Standing Committee)
- Age Group Program
- Age Group Time Standards
- Meet Management for VSI Sponsored Age Group Meets
- Zone Team Manager

In addition, the Age Group Vice-Chair the authority / obligation to:

- A. attend and participate in meetings of the House of Delegates and the Board of Directors.
- B. assist with the selection process for Swimmer of the Year awards.
- C. Ensure all VSI hosted championship meets for age group athletes are uniform and present the same opportunities to all swimmers.
- D. Maintain equal representation across the state with makeup of the Age Group Committee. Select members through consultation with Coach Representatives and other means.
- E. Solicit feedback and suggested topics of discussion with Age Group Committee members throughout the year via email and twice a year in face-to-face meetings during House of Delegates weekends.

SENIOR VICE-CHAIR

The Senior Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an odd year for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Senior Vice-Chair are defined by the LSC Policies and Procedures.

Senior Vice-chair: The Senior Vice-chair shall chair and have general charge of the affairs and property of the Division that develops, coordinates and conducts the senior swimming program of the LSC. The Senior Vice-chair serves as liaison to the Athlete Representatives.

In addition to the responsibilities required of all members of the Board of Directors, the Senior Vice-Chair serves as chair of the Senior Division and is responsible for the oversight of the Senior Committee.

The Senior Vice-Chair, in conjunction with the members of the Senior Committee has the authority / obligation to:

- A. develop and direct programs for all senior level competition in accordance with the mission and vision of the LSC.
- B. develop the qualifying time standards for the LSC Championship Meets.
- C. review meet announcements for Senior Championship meets.
- D. assist with the selection process for Senior (15-16 and 17&O) Swimmer of the Year awards.

FINANCE VICE CHAIR

The Finance Committee Chair is a member of the Board of Directors and elected by the House of Delegates. The term of office begins September 1st of the year in which an election takes place. The term of office is two years and provided the member is in good standing, he or she may serve in this capacity two consecutive terms.

The Finance Committee Chair shall:

- attend and participate in all meetings of the House of Delegates and the Board of Directors.
- chair and have general charge of the affairs of
 - the functions of the Treasury.
 - the development and implementation of an investment program for LSC's working capital, funded reserves and endowment funds.
 - the development and implementation of a marketing and fund raising plan for the LSC.
- in consultation with VSI officers, committee chairs, and coordinators, prepare an annual budget for the LSC's operations and present the budget for approval by the Board of Directors and the House of Delegates
- cause to be conducted the audit / review required by USA Swimming and shall 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
- be responsible for the adequacy of the LSC's system of internal financial and accounting controls.
- together with the Treasurer, be ultimately responsible for the LSC's compliance with Section 608.4.

In addition to the duties described above, the Finance Chair has the authority / obligation to

- A. attend and participate in meetings of the House of Delegates and the Board of Directors
- B. execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- C. serve as a member of the Personnel Committee.
- D. designate the banks, trust companies, other depositories or custodians, investment companies or investment management companies for the LSC's funds
- E. review the reconciliation of the LSC bank accounts on a monthly basis.
- F. review the corporation's annual tax returns.
- G. along with the General Chair, the Treasurer, the Membership/Registration Coordinator, and the Secretary, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- H. review and approve entry fee reimbursement requests for Outreach Athletes.

ATHLETE REPRESENTATIVES

There are four Athlete Representatives who serve as members of the Board of Directors: two are elected and two are appointed. The Senior and Junior Representatives are elected by their peers to serve for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Athlete Representatives are defined by the LSC Bylaws:

Senior and Junior Athlete Representatives:

The Athlete Representatives shall serve as the liaison between the athletes who are members of the LSC and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee.

In addition to the above, the Athlete Representatives shall:

- A. attend and participate in meetings of the House of Delegates and the Board of Directors whenever possible.
- B. attend the USA Swimming Annual Convention
- C. undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, the LSC, USA Swimming and the sport of swimming.
- D. Create and propose new ideas and opportunities for the welfare and futures of the athletes
- E. Act as a liaison between the Virginia Swimming Athletes Committee and other LSC committees
- F. Promote the sport through appropriate social media to encourage higher athlete participation levels throughout the LSC
- G. Help to spread and maintain the training and awareness of the USA Swimming Safe Sport Program.

In addition, the Senior Athlete Representative is granted the authority / obligation to have charge of the business, affairs, and property of the Athletes Committee.

Appointed Athlete Representatives:

With the advice of the Senior and Junior Athlete Representatives and other standing members on the Athlete's Committee, the General chair shall appoint sufficient athlete members to the Board such that athlete representation on the Board comprises no less than twenty percent (20%) of the voting membership.

Appointed Athlete Representatives shall:

- A. Attend and participate in meetings of the House of Delegates and the Board of Directors whenever possible.
- B. Undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, the LSC, USA Swimming and the sport of swimming.
- C. Propose new ideas and opportunities for the welfare and futures of the athletes.
- D. Act as a liaison between athletes of the LSC and the Athlete Committee to spread information, encourage LSC athlete participation, and report issues or ideas from other members of the LSC.
- E. Take pictures and send information to the Junior and Senior representatives for social media posting.
- F. Help to spread and maintain the training and awareness of the USA Swimming Safe Sport Program.

SENIOR AND JUNIOR COACH REPRESENTATIVES

The Senior and Junior Coach Representatives are members of the Board of Directors, elected in alternating years by the coaches' in good standing of our LSC. Upon being elected they shall serve for a two-year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

The duties and powers of the Senior Coach Representative are defined by the LSC Policies and Procedures:

Coach Representatives: The Coach Representatives shall serve as a liaison between the coaches of the VA Swimming LSC and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches' Committee and have charge of the Coaches Division.

In addition, the Senior Coach Representative the authority / obligation to:

- A. chair and have general charge of the business, affairs and property of the Coaches Committee
- B. attend and represent the VA Swimming LSC as a voting member at the USA Swimming convention annually.
- C. select the Head Coach, and subsequent coaching staff for the VA Swimming Zone team each summer (and during the spring should the Eastern Zone change the format of the Eastern Zone meet in the future).

The Junior Coach Representative the authority / obligation to

- A. serve on the Coaches Committee
- B. attend the USA Swimming convention.
- C. assist the Senior Coach Representative in the selection and appointment of the VA Swimming Zones All star team head coach and staff.

SECRETARY

The Secretary is a staff member who is appointed to serve as a member of the Board of Directors with voice but no vote. The Secretary is appointed in odd years for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity indefinitely. The duties and powers of the Secretary are defined by the LSC Policies and Procedures:

Secretary: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and submitting required reports to USA Swimming. The Secretary or staff of VSI's permanent office shall be custodian of the records and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at VSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of VSI. The Secretary's custody of the minute books and other records shall be as a fiduciary for VSI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

In addition to the duties described above, the Secretary is granted the authority / obligation to

- A. attend and participate in meetings of the House of Delegates and the Board of Directors
- B. receive written appointments from Clubs designating their HOD representatives.
- C. within 30 days of each HOD or BOD meeting, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.
- D. the Secretary along with the Membership/Registration Coordinator, the General Chair, the Finance Vice-chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.

TREASURER

The Treasurer is a member of the Board of Directors elected by the House of Delegates in an odd year for a two year term beginning September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity indefinitely. The duties and powers of the Treasurer are defined by the LSC Policies and Procedures:

The Treasurer shall be the principal receiving and disbursing officer of the LSC. Except as otherwise directed by the Finance Vice-chair or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of the LSC and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-chair, the Board of Directors or the House of Delegates, or required to be paid as required by USA Swimming. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as the Finance Vice-chair, the General Chair or the Board of Directors may direct.

The Treasurer shall:

- A. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of the LSC;
- B. cause the moneys, securities and other financial instruments of the LSC to be deposited in the name and to the credit of the LSC in such institutions as shall be designated in accordance with requirements of USA Swimming or to be otherwise invested as the Finance Vice-chair, the Finance Committee or the Board of Directors may direct;
- C. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D. cause the funds of the LSC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of the LSC, and obtain and preserve proper vouchers for all moneys disbursed;
- E. cause to be kept at the LSC's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice-chair, the Finance Committee or the Treasurer
- F. shall determine; upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of the LSC or USA Swimming;
- G. cause the LSC to be in compliance with the requirements of USA Swimming;
- H. have the power to require from the officers, committee chairmen, coordinators, staff or agents of the LSC reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of the LSC;
- I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of the LSC and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters;

- J. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- K. in general, perform all the other duties incident to the corporate treasury function.

In addition to the above, the Treasurer has the authority / obligation to:

- attend and participate in meetings of the House of Delegates and Board of Directors
- sign checks, drafts or other orders for the payment or transfer of money.
- serve as a member of the Finance Committee.
- prepare the corporation's annual tax returns.
- along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the General Chair, the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.

SAFE SPORT CHAIR

USA Swimming and Virginia Swimming are committed to providing a fun, healthy and safe environment for all of its members. In addition, Virginia Swimming has established a Safe Sport Chair position who serves the LSC as a resource for athletes, coaches, officials and parents to coordinate and execute USA Swimming Safe Sport programs and initiatives. The Chair serves as the liaison between clubs and USA Swimming's Safe Sport Director and staff. The Safe Sport Chair helps develop policies, offers education and has established a reporting structure to assist our members.

The Safe Sport Chair is a member of the Board of Directors and is appointed by the General Chair with the advice and consent of the Board in odd years. The Chair serves a two year term beginning September 1st of the year appointed and as long as the member is in good standing, he or she may serve in this capacity for multiple terms.

AT-LARGE MEMBERS OF THE BOARD

At-Large Non-Athlete Members of the Board of Directors are elected by the House of Delegates in odd years for a two year term beginning on September 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity indefinitely.

In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the General Chair, the Board of Directors, or the House of Delegates.

EX-OFFICIO MEMBERS OF THE BOARD

Ex-Officio members of the Board of Directors are:

1. The Immediate Past General Chair of VSI, if the Individual Member is in good standing.
2. Executive Director of Virginia Swimming

Unless entitled to vote under a provision of the LSC Bylaws or Policies and Procedures, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.