

2022
BOARD OF DIRECTOR
JOB DESCRIPTIONS

ADMINISTRATIVE VICE-CHAIR

The Administrative Vice-Chair is a voting member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even-numbered year for a two-year term beginning at the conclusion of the October HOD meeting 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.

Specific responsibilities of the Administrative Vice-Chair, which also may be specified elsewhere in USA Swimming Rules and Regulations and the CSI Policies and Procedures include, but are not limited to, the following:

- To conduct meetings in the absence of the General Chair, at the request of the General Chair or in the event of the disability of the General Chair.
 - In the absence of the General Chair, will perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.
 - Serve as chair, and have general charge of the business, affairs and property of the Administrative division to include all CSI business and affairs.
 - Aid in the development of policy and the coordination of the activities of the officers and committees within the Administrative division internally and with other divisions, and committees.
 - Shall attend the USA Swimming national convention each year and actively participate in the administrative swimming program issues being presented.
 - Serve as a USA Swimming House of Delegate representing CSI.
 - To provide oversight to the following committees: Finance, Officials, Safe Sport, Personnel
 - To provide oversight to the following coordinators: Equipment, NTV / Records, Operational Risk, Bylaws, Policy and Procedures, Times and Recognition, and Secretary.
 - May sign and execute in the name of CSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the CSI Policies and Procedures, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.
 - Shall maintain copies of all incident/occurrence reports received from the Operational Risk Coordinator and Safe Sport Chair.
 - Shall be responsible for the creation and maintenance of CSI's Policies and Procedures Manual.
 - Shall be responsible for the Maintenance and updating of the CSI Bylaws document.
 - Shall be responsible to see that the Coach Representative Elections are done in accordance with CSI Bylaws.
- ADMINISTRATIVE DIVISION - Administrative Vice-Chair
- Awards Banquet (Coordinator) • Bylaws/Legislation (Coordinator)
 - Club Development
 - Personnel Committee (Standing Committee)
 - Public Relations/Publications/Newsletter
 - Policies and Procedures Manual (Coordinator)

- Safe Sport Chair (Standing Committee)
- Operational Risk Coordinator
- Secretary
- Special Events
- Times and Recognition Coordinator
- Webmaster
- Computer Technology
- Equipment Committee (Standing Committee)
- Elections
- Insurance
- Legal
- Meet Sanctions
- Membership/Registration

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 even-numbered year for a two-year term beginning at the conclusion of the HOD 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.

Specific duties of the Age Group Vice-Chair are as follows:

- The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of CSI.
- Shall attend the USA Swimming national convention each year and actively participate in the coaching program issues being presented.
- Serve as a USA Swimming House of Delegate representing CSI.
- Serve on the Technical Planning Committee, and specifically seek and provide input regarding meets for 14 and under swimmers – Age Group championship meets, as well as other necessary meets for age group swimmers.
- All Star and Zone Team
 - o Selection of Team, Coaches, Chaperones
 - o Entry Submission
 - o Working with the Age Group Coordinator in regards to uniform and travel
 - o Recognition of Team
- Age Group Camp/Clinics
- Colorado Zone Priority Time Standards

AGE GROUP DIVISION –

Age Group Vice-Chair

- Age Group
- Camps/Clinics
- Disability
- Diversity, Equity & Inclusion
- Open Water
- Technical Planning
- Time Standards

- All-Star Team
- Zone Team

- Program Development Committee
 - o The members of the Program Development Committee shall be the General Chair, the Age Group Vice-Chair, who shall serve as the chair, the Senior Vice-Chair, the Technical Planning Chair, the Senior Coach Representative, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

TREASURER

The Treasurer is a member of the Board of Directors and elected by the House of Delegates in an even numbered year for a two-year term beginning at the conclusion of the HOD 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.

Specific duties of the Treasurer are as follows:

- The Treasurer shall be the principal receiving and disbursing officer of CSI. Except as otherwise directed by the Finance Vice-Chair and Finance Committee, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of CSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Budget and Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to the Bylaws.
- 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 an ex-Officio member of the Budget and 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 month and the preceding month and for the fiscal year to date, together with such other items as the Budget and Finance Committee, the General Chair or the Board of Directors may direct.
 - The Treasurer shall also provide current monthly bank account statements to the General Chair.
- The Treasurer shall:
 - o have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of CSI;
 - o cause the moneys, securities and other financial instruments of CSI to be deposited in the name and to the credit of CSI in such institutions as shall be designated in

accordance with Section 6.10 or to be otherwise invested as the Budget and Finance Committee or the Board of Directors may direct;

- o cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- o cause the funds of CSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of CSI, and obtain and preserve proper vouchers for all moneys disbursed;
- o cause to be kept at CSI'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 Budget and Finance Committee or the Treasurer shall determine.

- ♣ The Treasurer's custody of the books and records shall be as a fiduciary for CSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer; o 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 CSI or USA Swimming; o cause CSI to be in compliance with the requirements of Section 8.4;

- o have the power to require from the officers, committee chair, coordinators, or agents of CSI 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 CSI;

- o make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of CSI 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 in accordance with Sections 8.2 and 8.3;

- o 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 in general, perform all the other duties incident to the corporate treasury function.

ATHLETE REPRESENTATIVES (Junior Athlete Representative & At-Large Athlete Representative)

The Athlete Representatives shall serve as the liaison between the athletes who are members of CSI and the Board of Directors and House of Delegates. Two (2) Athlete Representatives shall be elected by the House of Delegates, one each year, for a two-year term or until their respective successors are elected. The elected athlete serving in the second year of the two-year term is designated as Senior Athlete Representative and will chair the Athletes' Committee under the guidance of the Senior Vice-Chair by having general charge of the business, affairs and property of the Committee. At the time of election, the Athlete Representative must a. be an athlete member in good standing, b. be at least a sophomore in high school or at least 16 years of age, c. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by CSI or another LSC; and d.

have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

Specific duties of the Athlete Representatives are as follows:

- The Senior Athlete Representative is a voting member of the Board of Directors and the Executive Committee.
- The Junior Athlete Representative shall Chair the Athlete Committee in the absence of the Senior Athlete Representative, and also is a voting member of the Board of Directors and the Executive Committee.
- Shall attend the USA Swimming national convention each year and actively participate in the athlete program issues being presented.
- Serve as a USA Swimming House of Delegate representing CSI.
- Oversee the engagement of the Athlete Representatives serving on the Athlete Committee.
- Communicate with the athletes within the Colorado 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 Colorado Swimming athletes and the sport of swimming.
- Promote LSC initiatives and create social programs for Athlete Members.
- Support and mentor other athletes who may be interested in becoming the new Junior Athlete Representative.
- Member of the Technical Planning Committee
- Assist with Annual Senior newsletter ATHLETE DIVISION – Senior Athlete Representative
- Athlete Representatives
- Athletes Committee o Members consisting of the Athlete Representatives, the Athlete At-Large Board Members and the Athlete At-Large House Members

GOVERNANCE COMMITTEE

The Governance Committee shall be elected by the House of Delegates and shall be comprised of five (5) members with at least one athlete so as to constitute at least twenty percent (20%) of the voting membership of the Committee. No more than one half of the Committee shall be members of the CSI Board of Directors. In no case shall the General Chair serve on the Governance Committee. Members shall serve two-year terms, staggered so that approximately one-half of the members are elected each year. After completion of three consecutive terms, members are not eligible to be elected or appointed to the Governance Committee until after a lapse of two years. The Governance Committee works to assist the Board of Directors to institutionalize effective governance and serve as ex-officio members of the BOD. Specific duties of the Governance Committee are as follows:

- To assist in periodic evaluation of the mission and vision statements and the Bylaws of COSI;
- To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
- To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
- To ensure that the Board's focus remains on the strategic plan;
- To aid in the development of expectations and processes for accountability of Board members;
- To develop criteria for the qualities and required characteristics of Board officers;

- To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- To nominate Board members and Governance members to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- To publish the slate of candidates to the COSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- To design and implement Board orientation and an ongoing program of Board education and development;
- To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.