

## **SECTION 13**

### **JOB DESCRIPTIONS**

#### **A. Elections**

1. The House of Delegates, at its annual meeting, shall elect the General Chair, the Vice-Chairs, the Senior Chair, the Age Group Chair, the Secretary, the Treasurer, the Registration Chair, and the At-Large Members in odd-numbered years. The House of Delegates shall also elect the members of the Administrative Review Board as specified in Article 4 of the ByLaws.

#### **B. Eligibility**

1. Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office. In addition, a candidate shall only be eligible for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair, or Program Development Vice Chair, if that person:
  - a. has served as a Pacific Board member (Voting or Voice Member) for at least two years prior to seeking election for those offices, and was an "active participant" during that term (attended at least 70 % of the Board Meetings during the time he or she served on the Board).
  - b. and shall have been actively involved in some BOD functions (BOD member, member of a BOD Standing Committee, Ad Hoc Committee, and/or Task Force) within the past 6 years. (Bylaws 2016, Passed HOD, submitted for USA-S approval June 25, 2016 - ByLaws revision withdrawn by Pacific Swimming over objections by USA-S reviewer)

#### **C. Duties and Responsibilities of General Chair and Vice Chairs**

##### **1. General Chair**

- a. The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific 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 these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit Pacific 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 Pacific Swimming.

##### **2. Administrative Vice Chair**

- b. 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 Pacific Swimming 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, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to

be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming.

### 3. Program Operations Vice Chair

- a. The role of the Vice Chair, Program Operations is to direct, supervise, and coordinate, those committees whose function relates directly to the operation of the Program Operations Division of Pacific Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct of Pacific Swimming's swimming events and programs.
  - (1) The Program Operations Vice Chair is a member of the Board of Directors and the Executive Committee.
  - (2) The Program Operations Vice Chair shall assume the duties of the office of the General Chair in the event that the General Chair and the Administrative Vice Chair are absent, or are unable to perform these duties.
  - (3) The Program Operations Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Officials Committee, Time Recognition, Zone Chairs, and Governance Committee.
  - (4) The Program Operations Vice Chair shall maintain regular contact with the chairs, and coordinators of the above-listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

### 4. Program Development Vice Chair

- a. The role of the Program Development Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of Pacific Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support the development of the athlete membership.
- b. The officer's duties shall include the following:
  - (1) The Program Development Vice Chair is a member of the Board of Directors and the Executive Committee.
  - (2) The Program Development Vice Chair, shall assume the duties of the office of the General Chair in the event that the General Chair, Administrative Vice Chair, Program Operation Vice Chair are absent, or are unable to perform these duties.
  - (3) The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity Committee and Athlete Committee.
  - (4) The Program Development Vice Chair shall maintain regular contact with the chairs and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

## 5. Finance Vice Chair

- a. The Finance Vice Chair shall be the chief financial officer of Pacific Swimming. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Pacific Swimming's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fundraising plan for Pacific Swimming.
- b. The Finance Vice Chair shall:
  - (1) have charge of and supervision over and be responsible for the funds, moneys, securities, and other financial instruments of Pacific Swimming
  - (2) prepare an annual and quadrennial budget for Pacific Swimming operations and present the budget for approval by the Board of Directors and the House of Delegates.
  - (3) cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2 C (2) & (3).
  - (4) authorize the Treasurer to disburse the funds of Pacific Swimming by checks or drafts, automated debits, or wire transfers upon the authorized depositories of Pacific Swimming and obtain and preserve proper receipts and documents for all moneys disbursed.
  - (5) cause the moneys, securities, and other financial instruments of Pacific Swimming to be deposited in the name and to the credit of Pacific Swimming in such institutions as shall be designated in accordance with Bylaws Article 6.12.
  - (6) have the authority to require from the officers, committee chairs, coordinators, staff or agents of Pacific Swimming reports or statements providing information as the Finance Vice Chair may deem appropriate with respect to any and all financial transactions of Pacific Swimming.
  - (7) cause to be appropriately segregated any special purpose or restricted fund or accounts.
  - (8) issue regular reports listing the current budget variances by line item, all consolidated expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.
  - (9) In general, have oversight of all duties incident to the corporate treasury.
- c. The Finance Vice Chair is responsible for the adequacy of Pacific Swimming's system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for Pacific Swimming's compliance with Bylaws Article 7.4.2 and Bylaws Article 8. The Finance Vice Chair shall serve as the Chair of the Finance and Budget Committees and shall serve on the Investment Committee. The Finance Vice Chair is authorized to sign on Pacific Swimming Bank and Investment Accounts.

## 6. Treasurer

- a. The Treasurer is the principal receiving and disbursing officer of Pacific Swimming.
- b. The Treasurer shall:
  - (1) oversee and ensure the receipt of all moneys, incomes, fees, and other receipts of Pacific Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements approved by the Board of Directors.
  - (2) cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of accounts and other financial records of all Pacific Swimming's affairs and transactions and such duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine.

- (3) upon request, cause such books or duplicates thereof, quarterly financial reports and annual audited financial statements to be exhibited to any member of the Board of Directors, Pacific Swimming or USA Swimming.
  - (4) ensure that all financial statements and supporting documentation of income and payments **are** stored electronically as specified by the Finance Vice Chair and that originals are stored and kept according to established record keeping requirements.
- c. The Treasurer is an authorized signer on Pacific Swimming Bank and Investment Accounts. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair.