



Job Descriptions
Midwestern Board of Directors
Midwestern Committee Chairs

General Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Position may not be combined with any other office
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership
- Previous Midwestern Board of Directors service

Job Summary:

- The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MWS, and general supervision over its officers and agents.

Duties and Responsibilities:

- Call meetings BOD and HOD when and where necessary
- Preside at all BOD and HOD meetings
- Appoint committee chairs and members with advice and consent of BOD
- Report to BOD all matters within his/her knowledge in the interest of MWS
- Assure the fulfillment of any LSC obligations to the Central Zone and USA Swimming
- Serve in the following:
 - Chair of the Board of Directors
 - Chair of the Executive Committee
 - Chair of the House of Delegates
 - Chair of the Hall of Fame Committee
 - Chair of the Sanction Committee
 - Chair of the Personnel Committee
 - Member of the Finance Committee and Swimmer Awards Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

Administrative Vice Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Administrative Vice Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- 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 the powers of the General Chair (MWS Bylaws 6.9).

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Chair and have charge of the business and affairs and property of the Administrative Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Responsible for creation and maintenance of MWS's Policies and Procedures Manual
- Direct responsibility for the following
 - Awards Banquet
 - Bylaws/Legislation/Rules/Policies and Procedures Manual
 - Club Development
 - Computer/Office Equipment
 - Elections
 - Insurance
 - Legal (General Counsel, if applicable)
 - Membership/Registration
 - SWIMS
 - Personnel
 - Public Relations/Publications/Newsletters
 - Records/Top 10 Tabulation
 - Safe Sport
 - Swim Guide/Parents Manual
 - Secretary
 - Special Events
- Member of Executive Committee and Finance/Budget Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

Senior Vice Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Senior Vice Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Senior Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the senior swimming program, including development of long-range plans for swimming programs

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Chair and have charge of the business and affairs and property of the Senior Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Serve as liaison to Athlete Representatives and Athletes Committee
- Assure that Athlete Representatives elections are held in accordance with the bylaws
- Monitor participation in national and sectional meets for reimbursement purposes
- Direct responsibility for the following
 - Awards
 - Camps/Clinics
 - Diversity
 - Meet Evaluation
 - Meet Management
 - Meet Sanctions
 - Meet Sponsorship
 - Officials
 - Safety
- Member of following committees
 - Executive Committee
 - Budget (Finance) Committee
 - Sanction Committee
 - Athlete Representative Slate Selection Committee
 - Swimmer Awards Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

Age Group Vice Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Age Group Vice Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Age Group Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the age group swimming program of MWS

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Chair and have charge of the business and affairs and property of the Age Group Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Chair of Program Development Committee
- Direct responsibility for the following
 - Annual MWS IMX and MWS Scholastic Awards
 - Disability Swimming
 - Age Group
 - Camps/Clinics
 - Open Water
 - Program Development
 - Technical Planning
 - Time Standards
 - All Star and Zone Teams
- Member of following committees
 - Executive Committee
 - Budget (Finance) Committee
 - Sanction Committee
 - Athlete Representative Slate Selection Committee
 - Swimmer Awards Committee
- May attend the USA Swimming Annual Business Meeting as a MWS voting representative

Finance Vice Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- 2-year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Finance Vice Chair shall be the chief financial officer of MWS who chairs and has charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for MWS's working capital, funded reserved and endowment funds, and the development and implementation of a marketing and fund-raising plan for MWS

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Chair and have charge of the Finance Division of MWS
- Prepare, with the assistance of the Finance/Budget committee, an annual budget and present for approval by BOD and HOD
- Cause to be conducted the annual audit by either an internal Audit Committee or and external audit firm; review audit and present for acceptance by the BOD
- Responsible for system of internal financial and accounting control
- Direct responsibility for the following
 - Audit
 - Budget
 - Finance
 - Marketing/Sponsorship
 - Swim-a-thon
 - Tax
 - Treasurer
 - Ultimate responsibility (with Treasurer) for MWS's compliance of public availability of information as per bylaws.
- Member of following committees
 - Chairman of Finance/Budget Committee
 - Chairman of Audit Committee
 - Member of Executive Committee and Personnel Committee

Treasurer Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Treasurer
- 2-year term, elected in odd years, no term limits
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Treasurer shall be designated as the principal receiving and disbursing officer of MWS

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Oversee all moneys, incomes, fees and other receipts (except as otherwise directed by the Finance Vice-Chair or the Board of Directors)
- Pay all bills, salaries, expenses, and other disbursements approved by authorized officer, chair, BOD, HOD, or required to be paid as established by specific Bylaws articles.
- Perform all duties incident to the corporate treasury function
- Current procedures are as follows:
 - An accounting firm may be employed to handle the day-to-day accounting and disbursements of Midwestern Swimming.
 - Income for registration shall be received, journaled, and deposited by the Registration Chair. Statements are sent monthly to the current accounting firm.
 - Income for MWS meets, splash fees, sanction fees, etc shall be received by the MWS Office, journaled, and deposited by the Office with statements of deposit sent to the current accounting firm.
 - Requests for payments including athlete reimbursement, expenses incurred by officers and chairs, etc, shall be forwarded to the MW Office and uploaded by Office to bill.com for payment by accounting firm.
 - Treasurer will verify and sign off on all bi-weekly payments. Two signatures (Treasurer and General Chair) will be required for payments over \$500.00
 - Reports including monthly balance sheet, income and expenditures, monthly profit and loss, budget, etc will be generated from MW's online QuickBooks for presentation at Board of Directors and House of Delegates meetings.

Secretary Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Secretary
- Position to be filled by Staff
- Non-Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Secretary shall perform secretarial duties for the HOD and BOD

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Keep records (minutes) of all meetings of the HOD and BOD
- Conduct official correspondence, including meeting and other notices
- Make required reports to USA Swimming (HOD and BOD minutes, copies of the annual closing Balance Sheet, Statement of Income and Expense for preceding fiscal year following completion of audit, audit report, copy of 990)
- Perform any duties incidental to the office
- Attest the execution of all duly authorized instruments
- Be the custodian of MWS records (copies of minutes, official correspondence, meeting and other notices, and any other records of MWS and the corporate seal)
- Have custody of the minute books and other records as fiduciary for MWS and shall end when the Secretary leaves office and passes records on to the successor Secretary

Coach Representative Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Coach Representative
- 2-year term, elected in even years by coach constituency as outlined in MWS bylaws, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming COACH Membership
- Midwestern COACH Membership

Job Summary:

- The Coach Representative shall serve as the liaison between coaches who are members of MWS and the BOD and HOD

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Facilitate nominations and elections of MWS Age Group Coach of the Year and Senior Coach of the Year (online with MWS Office support)
- Facilitate election of the Coach Representative (online with MWS Office support)
- Undertake activities in the best interest of coach members and the sport of swimming
- Member of the following committees:
 - Executive Committee
 - Audit Committee
 - Finance/Budget Committee
 - Program Development Committee
 - Swimmer Awards Committee
 - Athlete Representative Slate Selection Committee
- Attends the USA Swimming Convention as a MWS voting representative

Athlete Representative Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Athlete Representative
- 2-year term, one elected in even years, one elected in odd years by athlete constituency as outlined in MWS bylaws
 - Athlete in first year of elected term will be the Junior Athlete Representative
 - Athlete in second year of elected term will be the Senior Athlete Representative
- 2-year term (or as needed) for appointed Athlete at Large
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Athlete Membership
- Midwestern Athlete Membership

Job Summary:

- The Athlete Representatives shall serve as the liaison between athletes who are members of MWS and the BOD and HOD

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Senior Athlete Representative will chair the Athletes Committee
 - Member of Executive Committee
 - Member of Finance/Budget Committee
 - Member of Athlete Representative Slate Selection Committee
 - Member of various standing committees as appointed by the General Chair
 - Attends the USA Swimming Convention as a MWS voting representative
- Junior Athlete Representative
 - Support the Athletes Committee
 - Member of various standing committees as appointed by the General Chair
 - Attends the USA Swimming Convention
- Athlete At-Large
 - Support the Athletes Committee
 - Member of various standing committees as appointed by the General Chair
 - Attends the USA Swimming Convention when budget funds available

Safe Sport Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Safe Sport Chair
- 2-year term, appointed in odd years, limited to 2 consecutive terms; re-appointment to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Safe Sport Chair shall chair the Safe Sport Committee and shall be responsible for the implementation and coordination of, and serve as the MWS liaison for the USA Swimming Safe Sport Program

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Shall work with the USA Swimming Safe Sport staff and Committee to implement pertinent aspects of the national Safe Sport program with MWS
 - Work with LSC webmaster to post Safe Sport materials and links to USA Swimming Safe Sport
 - Understand complaint and reporting structure and immediately refer all reports to USA Safe Sport
 - Ensure confidentiality and share only on 'need to know' basis
- Will serve as primary contact for MWS to coordinate and implement educational programs within MWS
- Be trained regarding complaint reporting and refer all reports of violation to local club, General Chair, USA Swimming Safe Sport staff, and any/or other appropriate authority
- Participate in USA Swimming workshops promoting Safe Sport and disseminate information to LSC clubs
- Serve as information resource for LSC clubs and membership
- Receive and provide feedback to clubs and USA Swimming
- Foster and encourage safe, healthy, positive environments for all members
- Chair the Safe Sport Committee

Diversity, Equity and Inclusion Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming Diversity Goals and Objectives
- 2-year term, appointed by General Chair with advice and consent of the BOD, limited to 2 consecutive terms; re-appointment to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Diversity/Equity/Inclusion Chair shall help develop and implement strategies, policies and programs that will create a diverse, equitable, and inclusive environment for swimmers in MWS, and build on the population of underrepresented coaches, athletes, administrators, and sports officials within MWS and USA Swimming
- Serve as a voice for MWS's under-represented populations including but not limited to African American, Hispanic American, Asian American, and Native American ethnic groups as well as those swimmers from challenging socio-economic backgrounds

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Create and coordinate community related activities that help to promote swimming in MWS and community at large (Diversity meets, forums, summits, camps)
- Develop short and long term projects specifically to community areas of need in MWS
- Support and assist with USA Swimming Diversity Select Camp goals and objectives including promotion of the Camp's selection process within MWS
- Develop opportunities for minority swimmers to compete as a MWS team at the Central Zone's Multicultural meet
- Work with teams that target diversity and inclusion within MWS
- Communicate information about diversity and inclusion programs and activities
- Track results of diversity and inclusion programs within MWS

At-Large Delegates Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC At Large Delegate
- 2-year term, one elected in even years, one elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Delegates At Large shall serve with inherent powers and duties as members of the Board of Directors and House of Delegates

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- May have powers and duties as may be delegated to them by the MWS Policies and Procedures Manual, the General Chair the Board of Directors of the House of Delegates

Officials Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Officials Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership
- Certified Referee within MWS

Job Summary:

- The Officials Chair shall serve in a leadership role for all officials within MWS.

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Along with the Officials Committee, take responsibility for recruiting, training, certifying, and supervising officials with MWS
- Assign key officials for the MWS championship meets
- Coordinate the assigning of observers for the high school state, conference and other observed meets
- Member of the following committees:
 - Chair of the Officials Committee
 - Serve on other committees as delegated by the General Chair or BOD

Membership/Registration Coordinator

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Membership/Registration Coordinator
- 2-year term, appointed in odd years, no term limitation
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Membership/Registration Coordinator is responsible for processing all registrations and transfers for athletes, non-athletes, and clubs within the Midwestern LSC through the SWIMS database.

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Prepare MWS Registration Manual annually for club registrars prior to beginning of registration year
- Process all registrations within one week of receipt
- Deposit all registration funds received in a timely manner
- Reconcile registration payment and processing on a monthly basis
- Provide accounting firm with accurate financial summary of all registrations on a monthly basis
- Make periodic summary reports to the BOD and HOD
- Aid in the development of MWS policy and procedures pertaining to registration
- Provide information about USA Swimming and MWS to prospective individual and group members through MWS website and information/registration packets
- Attend USA Swimming Registration Workshop if possible when offered
- Provide coach membership lists to meet hosts when needed

Technical Planning Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Technical Planning Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Technical Planning Chair is responsible for guiding the long-range planning regarding the swimming programs conducted by MWS

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Will continually review and develop MWS philosophy
- Advise other committees and divisions regarding implementation of that philosophy in the context of MWS's swimming programs
- Member of the following committees
 - Chair of the Technical Planning Committee
 - Serve on other committees as delegated by the General Chair or BOD

Operational Risk Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Operational Risk Chair
- 2-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Operational Risk Chair is responsible to promote safety throughout the MWS swimming community.

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Serve as liaison between USA Swimming/MWS and Club Operational Risk Coordinators
- Provide reports of injuries within MWS at BOD and HOD meetings as requested
- Provide input and periodically review MWS warm-up guidelines
- Arrange and/or conduct water safety training opportunities as needed in MWS
- Communicate regularly with Club Operational Risk Coordinators
- Contact USA Swimming, with knowledge of the General Chair unless otherwise agreed to, with safety questions and concerns
- Disseminate safety information and required forms to all member clubs, coaches and officials within MWS
- Provide information for compliance with USA Swimming rules and MWS rules
- Review and refine MWS safety programs and club level programs
- Review completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence
- Promote safety as a topic to be discussed at coaches and officials pre-meet meetings
- Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubs
- Member of the following committees
 - Chair the Operational Risk Committee
 - Serve on other committees as delegated by the General Chair or BOD

Governance Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Governance Chair
- 3-year term, appointed by General Chair with advice and consent of the BOD, elected by Governance Committee, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Governance Chair is responsible for guiding the Governance Committee in its stated duties in the MWS Bylaws to include evaluation of the governing of MWS and the nomination of candidates for HOD elected positions within MWS

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Attend to duties of the Governance Committee as outlined in the MWS Bylaws
- Lead in evaluation of mission, vision and value statements
- Lead in periodic evaluation of general operating policies of MWS
- Nominate candidates for the positions elected by the HOD