



Board of Directors Job Descriptions

From the CSI Bylaws

ARTICLE 6

OFFICERS, REPRESENTATIVES, AND AT-LARGE BOARD MEMBERS

- 6.7 DUTIES AND POWERS - The Officers and other Board Members shall attend and participate in all meetings of the House of Delegates and the Board of Directors and shall have the following additional duties and powers:
- .1 **GENERAL CHAIR** - The General Chair shall oversee and have general charge of CSI management, business, operations, affairs, and property, and general supervision over CSI 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 or coordinators as may be necessary to permit CSI to effectively, efficiently, and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters that to his or her knowledge the Board of Directors should consider in the best interests of CSI
 - .2 **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 making such reports to USA Swimming as required by Article 8 of these Bylaws, and shall perform the other duties incidental to the office of Secretary. The Secretary or the staff of CSI's permanent office shall be custodian of CSI records, and attest the execution all duly authorized instruments. The Secretary shall cause to be kept at CSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other CSI records.
 - .3 **TREASURER** - The Treasurer shall be the principal receiving and disbursing officer of CSI. Except as otherwise directed by the Finance Vice-Chair, Finance Committee Chair, 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, coordinator, the Finance Vice-Chair, the Finance Committee Chair, the Board of Directors, or the House of Delegates, or required to be paid pursuant to Section 10.3.5. 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, or coordinator, that is 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 quarterly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice-Chair, the Finance Committee, 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 CSI.
- B 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 6.11 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 CSI funds 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.
- E 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 Finance Vice-Chair, the Finance Committee, or the Treasurer shall determine.
- F 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 quarterly financial reports and the annual audited financial statement to be exhibited to any member of CSI or USA Swimming.
- G Cause CSI to be in compliance with the requirements of Section 8.4
- H Have the power to require from the officers, committee chairs, coordinators, staff, 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.

- I Cause the annual audit of CSI accounts to be performed 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 these Bylaws and as otherwise directed by USA Swimming.
 - 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.
 - K In general, perform all the other duties incident to the corporate treasury function.
- .4 **ADMINISTRATIVE VICE-CHAIR** - 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. (See also Sections 6.5.1 and 6.9.1.) The Administrative Vice-Chair shall chair, and have general charge of the business, affairs, and property of the division that administers CSI business and affairs. The Administrative Vice-Chair shall assist in development of policy and 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 CSI's Policies and Procedures Manual. The Administrative Vice-Chair serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that elections of Athlete Representatives are held in accordance with these Bylaws.
- .5 **SENIOR COMMITTEE CHAIR** - The Senior Committee Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the CSI senior swimming program.
- .6 **AGE GROUP COMMITTEE CHAIR** - The Age Group Committee Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the CSI age group swimming program.
- .7 **PROGRAM DEVELOPMENT COMMITTEE CHAIR** - The Program Development Vice-Chair shall chair and have general charge of the affairs and property of the division that develops, coordinates, and conducts a swimming program for all levels of swimming in the Territory, including the development of long-range plans for swimming programs.

- .8 **PROGRAM OPERATIONS VICE-CHAIR** - The Program Operations Vice-Chair shall chair and have general charge of the affairs and property of the division that coordinates and facilitates the conduct of all swimming programs for CSI including the awarding of meet sponsorships to Club Members, facilities and equipment rentals, and meet management for all swimming meets sponsored by CSI.
- .9 **FINANCE VICE-CHAIR** - The Finance Vice-Chair is CSI's chief financial officer. The Finance Vice-Chair shall chair and 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 CSI's working capital, funded reserves, and endowment funds; and the development and implementation of a marketing and fund-raising plan for CSI. The Finance Vice-Chair, with the assistance of the Budget Committee, shall prepare an annual budget for CSI's operations and present the budget for approval to the Board of Directors and the House of Delegates. In addition, the Finance Vice-Chair shall cause to be conducted the audit required pursuant to Section 8.5 and shall review, or shall cause the Audit Committee to 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. The Finance Vice-Chair is responsible for the adequacy of CSI's system of internal financial and accounting controls. The Finance Vice-Chair is the Chair of the Finance and Budget Committees and a member of the Personnel Committee. Together with the Treasurer, the Finance Vice-Chair is ultimately responsible for CSI's compliance with Section 8.4.
- .10 **ATHLETE REPRESENTATIVE** - The Athlete Representatives shall serve as the liaison between CSI's Athlete Members and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee.
- .11 **COACH REPRESENTATIVE** - The Coach Representatives shall serve as the liaison between CSI Coach Members and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches' Committee.
- .12 **AT-LARGE BOARD MEMBERS** - 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 CSI Policies and Procedures Manual, the General Chair, the Board of Directors, or the House of Delegates.

7.2 NON-OFFICER CHAIRS AND THEIR COMMITTEES; COORDINATORS

.2 DUTIES AND POWERS OF NON-OFFICER CHAIRS AND COORDINATORS

- A **Membership/Registration Coordinator** - The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and shall issue such reports as may be required by the Board of Directors or the Administrative Vice-Chair.

The Membership/Registration Coordinator shall supervise the transmission of registration information to and assist in the preparation of the reports required by Section 8.6. The Membership/Registration Coordinator shall assist the Operational Risk Coordinator in the performance of its respective duties.

- B **Officials Committee Chair** - The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for CSI. The Officials Committee Chair shall be a referee certified by CSI, and each member of the Officials Committee shall be a certified official of CSI.

- C **Operational Risk Coordinator** - The Operational Risk Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all CSI Group Members, athletes, coaches, and officials. The Operational Risk Coordinator shall develop CSI's safety education programs and policies and make recommendations regarding same, and the implementation thereof, to the Program Operations Vice-Chair, the Administrative Vice-Chair, and the Board of Directors. The Operational Risk Coordinator shall make the reports required pursuant to Section 8.7.

- D **Technical Planning Committee Chair** - The Technical Planning Committee Chair shall chair, and have general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by CSI, continuing review and development of the CSI philosophy, and advising other committees and divisions regarding the implementation of that philosophy in the context of CSI's swimming programs.

- H **Safe Sport Coordinator** - The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the CSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Coordinator shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within CSI. The Safe Sport Coordinator will:
 - 1. Serve as the primary contact for CSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;

2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
4. Serve as an information resource for CSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
5. Receive feedback and suggestions on the Safe Sport policies and programs from the CSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.