



Position Description

Administrative Vice Chair

Reports to: General Chair
Elected on Even Years

Revised October 2022

Position 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 of the powers of the General Chair. (See Bylaws Section 606.8 (vacancies).) The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers NI 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, etc. The Administrative Vice Chair shall be responsible for the creation and maintenance of NI's Policies and Procedures Manual.

Primary Responsibilities:

- Operational:
 - Creates and maintains NI's Policies and Procedures Manual.
 - Chairs or has general charge of the business, affairs and property of the division that administers NI business and affairs.
 - Aids 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, etc.
 - Collects and reconciles LSC meet and financial reports for NI surcharges.
 - Issues late fees for untimely meet report filing.
 - Executes on contracts and agreements on behalf of the LSC as defined in the Policies and Procedures as needed.
 - Addresses escalations from meet directors in partnership with the LSC Executive Director
 - With the LSC Executive Director, supports the meet calendar bid and sanction process.
 - Provides oversight of the Administrative Division including:
 - House of Delegates Meetings
 - Bylaws/Legislation/Rules
 - Equipment (including computers)
 - Insurance
 - Legal (General Counsel, if applicable)
 - Meet Sanctions
 - Membership/Registration



Position Description

- National Times Verification
 - Personnel
 - Public Relations
 - Publications/Newsletter/Website
 - Policies and Procedures Manual
 - Records/Top 16
 - Secretary
 - Special Events
 - Safe Sport
- Financial:
 - Reviews and approves LSC payroll as submitted by the Treasurer
 - Committee Membership:
 - Permanent Committee Member of: Niagara Executive, Finance, Governance, Personnel, Bylaws/Legislation/Rules, Technical Planning
 - Serve on other committees as needed with direction of NI General Chair

Meeting Requirements:

- NI Executive Board Meetings - Prepare Reports as needed
- NI HOD Meetings
 - Prepare Semi-Annual report for posting
 - Attend assigned meetings and make reports as necessary
- USA Swimming Workshops and weigh in on items that benefit the NI LSC and attend:
- Attend EZ Technical Planning Meeting
- Attend EZ General Committee Meetings
- Attend USAS sponsored programming that affects general LSC administration and LSC Development