



## **ARKANSAS SWIMMING, INC.**

### **ADMINISTRATIVE VICE CHAIR**

#### **JOB DESCRIPTION**

The Administrative Vice-chair is an elected officer of the Arkansas Swimming, Inc. (ARSI) Board of Directors (BOD) and serves on the Executive Committee of ARSI BOD. This position is voted on at the Fall ARSI House of Delegates meeting in odd-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Administrative Vice Chair.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.4 for the duties and powers of the Administrative Vice Chair and Article 607.1.2 for the Administrative Division. Specific responsibilities of the Administrative Vice Chair, which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ARSI Handbook include, but are not limited to, the following:

1. 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.
2. 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.
3. Serve as chair, and have general charge of the business, affairs and property of the division that administers ARSI business and affairs.
4. 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.
5. Shall be the principal disbursing officer of ARSI and shall provide receipts and invoices to the Treasure of ARSI.
6. To attend the USA Swimming national convention each year and actively participate in the administrative swimming program issues being presented.
7. Serve as USA Swimming House of Delegate representing ARSI.
8. To provide oversight to the following committees: Finance, Officials, Marketing / Publicity.



9. To provide oversight to the following coordinators: Equipment, NTV / Records, Safety, Safe Sport and Secretary.
10. May sign and execute in the name of ARSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the ARSI Handbook, 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.
11. Will maintain copies of all incident/occurrence reports received from the Safety Coordinator and Safe Sport Coordinator.
12. Will maintain copies of all deposits of sanction fees.