



## **ARKANSAS SWIMMING, INC.**

### **GENERAL CHAIR**

#### **JOB DESCRIPTION**

The General Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even year for a two year term beginning July 1<sup>st</sup> of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the General Chair are defined by the LSC By-Laws:

*The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:*

*606.7.1 General Chair: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of the LSC, 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 chairmen and members for standing and special committees or coordinators as may be necessary to permit the LSC 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 the LSC.*

#### **Board of Directors (17 members)**

##### **General Chair**

Administrative Vice-chair	Treasurer
Senior Vice-chair	The Coach Representative (2)
Age Group Vice-chair	The Athlete Representative (3)
Operations/Development Vice-chair	Safety Chair
Finance Vice-chair	Technical Planning Chair
Secretary	At-Large Board Members (2)

See By-Laws Section 605.6 for duties and powers of the BOD



### **Executive Committee (8 members)**

General Chair	Operations/Development Vice-chair
Administrative Vice-chair	Finance Vice-chair
Senior Vice-chair	Senior Athlete Representative
Age Group Vice-chair	Senior Coach Representative.

The General Chair is the presiding officer and must appoint one of the other members to serve as secretary during Executive Committee meetings. See By-Laws Section 605.7 for duties and powers of the Executive Committee.

### **Convention**

There are 6 delegates with an automatic vote in the USA Swimming House of Delegates at the September Convention:

General Chair	Age Group Vice-chair
Administrative Vice-chair	Senior Coach Representative
Senior Vice-chair	Senior Athlete Representative

Further duties of the General Chair are described in the By-Laws:

- A. Preside at the Executive Committee, Board of Directors and House of Delegates meetings.
- B. See that all duties and responsibilities of the coordinator or the respective division, committee or subcommittee in his charge are properly and promptly carried out.
- C. The General Chair along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.

In addition to the duties described in the LSC By-Laws, Section 606.7 and 607.1 (see above), the By-Laws and the LSC Policy & Procedures Manual grants the General Chair the authority / obligation to

- A. Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- B. Sign checks, drafts or other orders for the payment or transfer of money.
- C. Serve as a member of the Budget Committee, the Finance Committee, the Program Development Committee and as the chair of the Personnel Committee



- D. Serve as a member of the Zone Team Committee in regards to selection of athletes and their events and the head coach for the winter team
- E. Call special meetings.
- F. Appoint chairmen of standing committees and other coordinators with the advice and consent of the Board of Directors and the respective division vice-chair.
- G. Appoint up to 10 members as At-Large delegates to the LSC House of Delegates.
- H. With the advice and consent of the Board of Directors, appoint additional delegates to the USA Swimming HOD, if votes are available
- I. With the advice and consent of the Board of Directors, appoint delegates to attend the May meeting of the Eastern Zone House of Delegates.
- J. Receive a resignation from a committee chair or a member of either the Board of Directors or the Board of Review.
- K. Fill a vacancy on the Board of Directors, the Board of Review, the Nominating Committee, a committee chair or a committee member with the advice and consent of the Board of Directors and, where applicable, the respective division vice-chair.
- L. With the Administrative Vice-Chair, generally supervise the permanent office staff.
- M. Receive a copy of decisions rendered by a Board of Review.