

# General Chair

## Summary (as described by previous chairs)

The General Chair is a “challenging” and critically important position within MNSI. The General Chair presides over regular and special meetings of the Board of Directors but also meetings of the House of Delegates. Crisis communication and management policies are overseen by the General Chair.

The General Chair is considered responsible for:

- Managing the affairs and business of MNSI
- Attend and participate in regular meetings of USA Swimming LSC leadership, the USA Swimming annual meeting, as well as periodic meetings of Central Zone leadership
- Maintaining and fostering the Executive Director/Board Chair relationship
- Preparing for and presiding at all regular and special meetings of the Board of Directors
- Engaging extensively with various constituencies, including athletes, parents/guardians, and coaches
- Ensuring recognition of the volunteers and membership of MNSI

Important attributes of a successful General Chair include:

- Previous familiarity with and/or service on a Board of Directors is very important
- Availability, as time commitment can be estimated at least 20 hours per month
- Patience, flexibility, open-mindedness
- Strong rapport with other stakeholders on the Board of Directors
- Need to be efficient and promote accountability
- Knowledge of Robert’s Rules of Order is helpful
- Knowledge of MNSI Bylaws is important

## Duties and Powers from the Bylaws

The General Chair shall:

- Appoint a sufficient number of athletes to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates with the advice and consent of the Board of Directors. (4.1.4)
- Appoint Non-athlete At-Large Board members to the Board of Directors, if necessary, with the advice and consent of the Board of Directors (5.2)
- Call regular meetings of the Board of Directors (5.10)
- Receive written resignation(s) from any member of the Board of Directors (6.8)
- Sign all checks, drafts or other orders for the payment or transfer of money, and all notes or other evidence of indebtedness issued in the name of MNSI (6.12.1)
- Appoint all non-elected Chairs and Coordinators with the advice and consent of the Board of Directors (7.2.3)
- Appoint all committee members with the advice and consent of the respective division chair and the chair of the committee, except as otherwise provided in these Bylaws or MNSI Policies and Procedures (7.3)
- Serve as voting member House of Delegates (4.1)
- Serve as a voting member of the Finance Committee (7.4.2B)
- Serve as a voting member of and chair the Executive Committee (7.4.5B)
- Serve as a voting member of and chair the Personnel Committee (7.4.7A)
- If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates
- Appoint Athlete members of each committee with the advice of the Senior Athlete Representative

The General Chair may:

- Appoint up to ten (10) non-athlete members of the House of Delegates with the advice and consent of the Board of Directors. (4.1.1)
- Call special meetings of the House of Delegates (4.7)
- Call special meetings of the Board of Directors (5.10)
- Call meetings of the Executive Committee (7.4.5C)
- Designate the Administrative Vice-Chair as acting General Chair for the duration of the General Chair's absence from the LSC (6.9.1)
- Appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor, to any vacancy of any position elected (6.9.2)
- Sign and execute in the name of MNSI deeds, mortgages, bonds, contracts, agreements, or other instruments duly authorized by MNSI Policies and Procedures, 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. (6.11.1)
- Delegate activities to the Athletes Committee (7.4.1C)

## Limitations from the Bylaws

- Office of the General Chair may NOT be held jointly by two individuals (6.5.1)
- Office of the General Chair may NOT be combined with any other office (6.5.2)
- In no case shall the General Chair serve on the Nominating Committee. (7.4.3B)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

# Administrative Vice Chair

## Summary (as described by previous administrative vice-chairs)

The Administrative Vice Chair is the “second in command” on the Board of Directors and works closely with many stakeholders in the LSC. The Administrative Vice Chair presides over MNSI Board of Directors meetings if the General Chair is unable to attend and should support and assist the General Chair in their duties. Notably, the Administrative Vice Chair must be skilled with the “behind the scenes” aspects of governance, including mediating conflicts and gathering buy-in on Board initiatives from stakeholders inside and outside of the Board of Directors.

The Administrative Vice Chair is considered responsible for:

- Serving as the presiding officer at Board of Directors meetings if the General Chair is not in attendance
- Participating in committee meetings and gaining an understanding of what Minnesota Swimming’s committees are working on
- Serving as a member of the Executive, Personnel, and Finance Committees
- Overseeing the maintenance and storage of Minnesota Swimming’s timing equipment
- Development of policy and the creation and maintenance of the MNSI Policy and Procedures Manual
- Developing a strong rapport with key stakeholders in MNSI, particularly the General Chair, officials, coaches, and athletes

Important attributes of a successful Administrative Vice Chair include:

- Previous familiarity with and/or service on a Board of Directors is very important
- Availability, as time commitment can be estimated at 8-10 hours per month
- Patience, flexibility, open-mindedness
- Strong rapport with other stakeholders on the Board of Directors

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5)
- Serves as a voting member of the Finance Committee (7.4.2B)
- Serves as a voting member of the Personnel Committee (7.4.7B)
- In the event of a vacancy in the office of General Chair, or of the General Chair’s temporary or permanent incapacity, the Administrative Vice-Chair shall become the acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term (6.9.1)
- Along with the General Chair and Finance Vice Chair, the Administrative Vice-Chair and Finance Vice-Chair each may sign and execute in the name of MNSI deeds, mortgages, bonds, contracts, agreements, or other instruments (6.11.1).
- Oversees the Administrative Division of MNSI (7.1.2)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

# Finance Vice Chair

## Summary (as described by previous vice-chairs)

- Chief financial officer of MNSI
- As chair of the Finance Committee, responsible for the preparation and presentation of the annual budget
- Prepare and present financial reports to the Board in conjunction with Treasurer
- Audit monthly financials to ensure expenses are in-line
- Responsible for initiating and overseeing the annual audit
- Lead finance committee meetings (5-7 times/year)
- Join Personnel and Pool Grant Committee meetings (5-7 times/year)
- Monitor and review championship facility fee
- Consult regularly with General Chair, Admin Vice Chair, Age Group and Senior Chairs on Board initiatives and implementation
- Work closely with MNSI staff on budget related items

## Important attributes of a successful Finance Chair include:

- Detail oriented
- Good with numbers
- Knowledge of investments
- Financially competent
- Good history of making deadlines
- Professional accreditation will be very helpful in this position

## Duties and Powers from the Bylaws (Article 7.4.2)

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5)
- Chair the Finance Committee (7.4.2)
- Serve as a voting member of the Personnel Committee (7.4.7B)
- Along with the General Chair and Admin Vice Chair, the Finance Vice-Chair may sign and execute in the name of MNSI deeds, mortgages, bonds, contracts, agreements, or other instruments (6.11.1)
- Oversees the Finance Division of MNSI (7.1.5)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

# Secretary

## Summary (as described by previous secretary's)

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, and transcribing that record for distribution at least one week prior to the subsequent meeting. The Secretary shall also take roll call of clubs/delegates at the House of Delegates meeting.

Note that the following duties and powers are assigned in the Bylaws but may vary depending on duties of the MNSI staff:

- Take minutes for all BoD meetings
- Send draft minutes to MNSI Staff for distribution
- Take minutes for all House of Delegates meetings

Important attributes of a successful Secretary include:

- Detail oriented
- Good listener
- Ability to listen and take notes/multi-task
- Ability to accurately summarize
- Maintain discretion about what is necessary to be included in the minutes

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5)
- Record proceedings of regular and special meetings of the Board of Directors and House of Delegates
- If an action is to be taken without a regular or special meeting of the Board of Directors (except elections or removals of Board members, committee chairs and members), the Secretary, by first class mail, postage prepaid, or email, shall distribute a ballot to every Board Member entitled to vote on the matter (5.15)
- The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16 of the Bylaws) within which to return the ballot to the Secretary (5.15)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

# Senior Athlete Board Representative

## Summary (as described by previous representatives)

The Senior Athlete Board Representative is considered responsible for:

- Along with the Junior Athlete Board Representative, serves as the liaison between athletes and the MNSI Board of Directors and House of Delegates
- Chairs the Athletes Committee
- Serves on the Athletes Committee selection committee with the Junior Athlete Board Representative and three other designated persons to vet applications from Club Athlete Representatives (the committee is chosen once a year after the annual House of Delegates)
- Heads the Athletes Division within MNSI
- Leads various projects designated by the Athlete Committee
- Takes minutes and leads meetings on a rotating schedule with the Junior Athlete Board Representative and Athlete Committee Vice Chair (meetings are held one weekday evening per month)

At the time of election, Athlete Board Representatives must:

- Be an athlete member in good standing
- Be at least a sophomore in high school or at least 16 years of age
- Be currently competing, or have competed within the two (2) immediate preceding years, in a USA Swimming sanctioned event conducted by MNSI or another LSC
- And have his or her place of permanent residence in the Territory and expect to reside herein throughout or at least the first half of the term (other than periods of enrollments in an institution of higher education)

## Duties and Powers from the Bylaws (7.4.1)

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5)
- Serves as a voting member of the Personnel Committee (7.4.7B)
- Oversee the Athletes Division of MNSI (7.1)
- Serve as the liaison between the athletes who are members of MNSI and the Board of Directors and House of Delegates
- Undertake activities delegated to them by the Board of Directors or the General Chair as being in the best interests of the Athlete Members, MNSI, USA Swimming, and the sport of swimming

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive one-year terms

# Junior Athlete Board Representative

## Summary (as described by previous representatives)

The Junior Athlete Board Representative is considered responsible for:

- Along with the Senior Athlete Board Representative, serves as the liaison between athletes and the MNSI Board of Directors and House of Delegates
- Takes minutes and leads meetings on a rotating schedule with the Senior Athlete Board Representative (meetings occur one weekday evening per month)
- Serves on the Athletes Committee selection committee with the Senior Athlete Board Representative and three other designated persons to vet applications from Club Athlete Representatives (the committee is chosen once a year after the annual House of Delegates)
- Leads various projects designated by the Athlete Committee

At the time of election, Athlete Representatives must:

- Be an athlete member in good standing
- Be at least a sophomore in high school or at least 16 years of age
- Be currently competing, or have competed within the two (2) immediate preceding years, in a USA Swimming sanctioned event conducted by MNSI or another LSC
- And have his or her place of permanent residence in the Territory and expect to reside herein throughout or at least the first half of the term (other than periods of enrollments in an institution of higher education)

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive one-year terms

# Age Group Vice Chair

## Summary (as described by previous chairs)

The Age Group Vice Chair is considered responsible for:

- Chairing, organizing, and preparing for meetings of the Age Group Committee
- Holding Age Group Committee members accountable for action items between committee meetings
- Attending and participating at Board of Directors meetings
- Developing, coordinating, and conducting the swimming program for age group swimming in Minnesota Swimming
- Determining an appropriate competitive All-Star swim meet, to include determining the selection process of the Minnesota Swimming All Star team and to work with the Executive Director to organize travel arrangements and logistics
- In coordination with the Senior Vice Chair, approving meet calendar and zone championship meets within the respectful committees
- Evaluating and amending time standards within the committee

Important attributes of a successful Age Group Chair include:

- Adequate time to spend on Board of Director and committee duties
- Highly organized and tech savvy
- Project management experience may be helpful
- Very engaged with the Board and with swimming in the state
- An effective delegator who can work with a committee to get work done and achieve consensus
- Be passionate about Age Group swimming

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5 B)
- Serves as Chair of the Age Group Committee and head of Age Group Division (7.1.3)

## Term of Office (Article 6)

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms



# Senior Vice Chair

## Summary (as described by previous vice-chairs)

The Senior Vice Chair is considered responsible for:

- Chairing, organizing, and preparing for meetings of the Senior Committee
- Holding Senior Committee members accountable for action items between committee meetings
- Attending and participating at Board of Directors meetings
- Developing, coordinating, and conducting the swimming program for senior swimming in Minnesota Swimming
- In coordination with the Age Group Vice Chair, approving meet calendar and zone championship meets within the respectful committees
- Evaluating and amending time standards within the committee
- Senior Swimming is defined as athletes aged 15 and older; however, the Senior Vice Chair should also have a solid understanding of elite level swimming

Important attributes of a successful Senior Vice Chair include:

- Previous familiarity with and/or service on the Senior Committee is helpful to understand how the committee functions and some of the issues facing the committee
- Strong rapport with senior-level coaches in the LSC
- Strong awareness of issues and challenges facing senior level athletes
- Adequate time to spend on Board of Director and committee duties
- Highly organized and tech savvy
- Project management experience may be helpful
- Very engaged with the Board and with swimming in the state

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5 B)
- Serves as Chair of the Senior Committee and head of Senior Division (7.1.4)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

# Senior Coach Representative

## Summary (as described by previous representatives)

The Senior Coach Representative is considered responsible for the following:

- Be the voice of coaches on the Board
- Listen and share those voices
- Solicit opinions and gather knowledge of the general community of coaches when voting on important matters
- Provide expertise from a coaching aspect to Board discussions
- Put in time and effort to build bridges and strong relationships between officials and coaches
- Work closely with Junior coach rep, Officials Chair, and Safe Sport Chair
- Help teach less experienced coaches about how to interact with an official on deck
- Help to teach less experienced coaches how to be good managers and how to run a club

## Duties and Powers from the Bylaws

- Oversee Coaches Division within MNSI (7.1.7)
- Serves as voting member House of Delegates (4.1)
- Serves as voting member of the Board of Directors (5.1.2)
- Serves as voting member of the Executive Committee (7.4.5 B)

## Term of Office (Article 6)

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

# Diversity, Equity, and Inclusion (DE&I) Committee Chair

## Summary (as described by previous chairs)

The Diversity, Equity, and Inclusion Committee Chair shall chair the Diversity, Equity, and Inclusion Committee, whose purpose is to ensure every swimmer, coach, official, and parent are able to participate to their fullest ability regardless of race, age, income, ethnicity, religion, gender, gender expression, sexual orientation, and mental or physical disability. The goals of the committee are to:

- Increase the number of under-represented athlete participation in MN Swimming by gaining new potential swimmers and retaining and developing our current swimmers from under-represented populations through:
  - Promoting Learn to Swim Partnerships within the State of MN
  - Researching and determining actions on ways to bridge swimming lessons to competitive swimming
  - Researching and identifying resources to promote community swimming programs
  - Promoting participation in USA Swimming Diversity Camps and Multi-Cultural meets
- Increasing the number of under-represented coaches in MN Swimming by attracting, developing and retaining coaches from under-represented populations
- Increasing the number under-represented officials in MN Swimming by attracting and retaining officials from under-represented populations
- Educating the greater Minnesota Swimming Community on Diversity, Equity, and Inclusion
- Ensuring DE&I has a strong voice in the strategic direction of the MN Swimming

The DE&I Committee Chair is considered responsible for:

- Leading the Diversity, Equity, and Inclusion Committee, which is responsible for the engagement, education, and planning necessary to support initiatives that recognize and appreciate the values, perspectives, and experiences of marginalized populations.

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

# Junior Coach Representative

## Summary (as described by previous representatives)

The Junior Coach Representative is one of two (2) Coach Representatives elected to the Board of Directors with voice and vote privileges.

The Junior Coach Rep is considered responsible for:

- Listening to and learning with the coaching community
- Collaborating with the Senior Coach Representative in developing and guiding coach curriculum
- Work, as needed, with Age Group Chair, Technical Planning Committee Chair, and other committee as necessary

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as voting member of the Board of Directors (5.1.2)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- Limit of two consecutive two-year terms

# Officials Committee Chair

## Summary (as described by previous chairs)

The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for MNSI. The Officials Chair also assigns lead officials to sanctioned LSC meets. Additionally, the Officials Chair may advise on or interpret competition-related rules questions when asked. The Officials Chair shall be a referee certified by MNSI and each member of the Officials Committee shall be a certified official of MNSI.

Important attributes of a successful officials chair include:

- National deck experience
- Ability to create a welcoming environment
- Good listener
- Ability to make difficult decisions
- Familiarity with individual officials and their goals in order to advance them appropriately

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as a voting member of the Board of Directors (5.1.2)
- Leading the Officials Committee, which is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for MNSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber (Article 7.4.6.D)

## Term of Office (Article 6)

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

# Operational Risk Coordinator

## SUMMARY (as described by previous Operational Risk Coordinator)

The Operational Risk Coordinator has no defined responsibilities under the current Bylaws. However, list responsibilities are predicated upon previous versions of the Bylaws, to include:

- Coordinating safety enhancement and training opportunities as needed
- Disseminating of USA Swimming safety education information
- Developing safety education programs and policies
- Reporting concerning swimming-related injuries within the LSC to the House of Delegates and Board of Directors
- Distributing safety reports to each Club Safety Coordinator

Important attributes of a successful Operational Risk Coordinator include:

- Attendance and engaging in participation at Board of Director meetings
- Accessibility and rapport with coaches in the LSC
- Strong awareness of issues and challenges facing aquatic programming and facilities
- Familiarity with other aquatic safety organizations (e.g. Red Cross, YMCA)

The Operational Risk Coordinator is an independent member of the Board of Directors. The Operational Risk Coordinator may be asked by the General Chair to provide expert counsel and assistance in unique situations such as extreme weather conditions (pool water temperature); pool environments (air quality); or public health concerns (pandemics).

## Duties and Powers from the Bylaws

- Serve as voting member of the Board of Directors (5.1)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

# Safe Sport Committee Chair

## Summary (as described by previous chairs)

The Safe Sport Committee Chair shall be responsible for the implementation and coordination of, and serve as the MNSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Committee Chair 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 MNSI.

The Safe Sport Chair is considered responsible for:

- Taking a lead role in promoting and providing USA Swimming Safe Sport education to MNSI members and affiliates through educational toolkits, social media, and other outlets
- Providing tailored educational opportunities for clubs, such as in-person club visits or online training, which may include preparation of materials on subjects specific to that club's needs (bullying, boundaries, etc.) and connecting with all MNSI clubs to provide resources
- Organizing tables or events at championship swim meets to provide educational materials and generate awareness
- Responding to Safe Sport related questions/concerns from parents, coaches, athletes, or officials
- Work closely with the Officials Committee, Senior Coach Rep., DE&I Chair, Disability Swimming Chair, and others, on matters related to Safe Sport
- Work closely with USA Swimming staff in Safe Sport related issues within MNSI, and on the latest educational tools from USA Swimming

Important attributes of a successful Safe Sport Chair include:

- Passion for athlete safety; willingness to enforce strict policies
- Able to speak publicly and lead seminars; discretion and ability to handle private information
- Able to manage, often in uncomfortable situations

## Duties and Powers from the Bylaws

- Serves as voting member House of Delegates (4.1)
- Serves as voting member of the Board of Directors (5.1.10)
- Ensure implementation of the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members; (7.8D)
- Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming; (7.8D)
- Be the primary contact for the club members in MNSI to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices; (7.8D)
- Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;(7.8D)
- 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;(7.8D)
- Be available to work on special projects, educational programs and assignments as needed. (7.8D)
- Additional duties shall be as outlined in the MNSI Policies and Procedures. (7.8D)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit

# Technical Planning Committee Chair

## Summary (as described by previous chairs)

The Technical Planning Committee Chair shall be responsible for chairing the Technical Planning Committee.

The Technical Planning Chair is considered responsible for:

- Scheduling committee meetings
- Creating committee agendas
- Leading/facilitating committee meetings
- Ensuring that committee meeting notes/minutes are created and posted
- Attending/interacting with other committees as appropriate
- Coordinating with other committee chairs as appropriate (Senior; Age Group; Officials; Finance)

Important attributes of a successful Technical Planning Chair include:

- Prior Board/Committee experience is valuable but not necessary
- Availability as time commitment can be estimated at 2-3 meetings per month for time of 4-6 hours per month
- Adherence to MNSI mission, vision and values is critical
- Self-motivated and can work with little direction from the Board
- Ability to look far into the future and make recommendations for the best of the LSC
- Places a major priority on a diverse Tech Planning committee - coaches, volunteers, athletes and officials from various regions of the LSC

## Duties and Powers from the Bylaws

- Serve as voting member of the Board of Directors (5.1)
- Chair the Technical Planning Committee (7.4.9A)

## Term of Office

- Elected by the House of Delegates
- Two-year term
- No consecutive term limit



# Treasurer

## SUMMARY (as described by previous Treasurers)

The Treasurer is the principal receiving and disbursing officer of Minnesota Swimming, Inc (MNSI). Except as otherwise directed by Board of Directors, the Treasurer receives all moneys, incomes, fees, and other receipts of MNSI and pay all bills, salaries, expenses, and other disbursements approved by the Board of Directors. The Treasurer publishes monthly balance sheets and submits them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors.

The Treasurer spends a majority of time working on the accountability of the financial statements, in collaboration with the Finance Committee. This includes, developing and providing comprehensive budgets to the Board to ensure achievement of programming goals and the accountability and long-term stability through conservative fiscal management of resources. The Treasurer also reviews the service providers and vendor contracts for efficiency and service level adherence. The Treasurer is responsible for the monthly payroll functions and paying of the bills.

The Treasurer interacts extensively and regularly with coaches, athletes, members of the Board of Directors particularly the General Chair and the Finance Vice Chair. The Treasurer may attend as many as 12 meetings in a month.

Important attributes of a successful Treasurer include:

- Previous familiarity with finance and/or accounting functions
- Detail-oriented

## Duties and Powers from the Bylaws

- Serves as a non-voting, voice only member of the Board of Directors (5.1.7)
- Serves as a member of the Finance Committee with voice only (7.4.2.B)
- May be a position filled by staff and is not elected (6.1.7)
- Has financial signing authority (6.12.2)

## Limitations of Office

- May only be held by a single individual (cannot be held jointly)
- May not be combined with the office of Finance Vice Chair
- May not delegate any duties to the Finance Vice Chair without the consent of the Board of Directors (6.11.3)
- May not serve as a member of an audit or review committee (7.4.2.C(2))

## Term of Office

- Filled by staff
- Two-year term
- No term limit