

ADMINISTRATIVE VICE-CHAIR JOB DESCRIPTION

The Administrative Vice-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 1st 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 Administrative Vice-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:

606.7.4 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 Section 606.9.)

The Administrative Vice-chair shall chair, and have general charge of the business, affairs and property of the division that administers MA 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 and coordinators. The Administrative Division shall be responsible for the creation and maintenance of the LSC Policies and Procedures Manual.

The seven divisions of the LSC shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice-chair there are officers, committees, coordinators and direct responsibilities as follows:

607.1.1 Administrative Division - Administrative Vice-chair

Awards Banquet
Bylaws/Legislation/Rules
Club Development
Computer
Elections
Equipment (Office)
Insurance
Legal (General Counsel, if applicable)
Meet Sanctions
Membership/Registration
OVCs
Personnel
Public Relations
Publications/Newsletter
Policies and Procedures Manual
Records/Top 16 Tabulation
Swinguide/Parents Manual
Secretary
Special Events
Travel Administrator

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 grant the Administrative Vice-Chair the authority / obligation to:

- A. Serve as General Chair in the event of a vacancy in the office or of the General Chair's temporary or permanent incapacity
- B. Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- C. Sign checks, drafts or other orders for the payment or transfer of money
- D. Require periodic reports from the Registration/Membership coordinator
- E. Receive safety recommendations from the Safety Coordinator
- F. Serve on the Audit Committee, the Budget Committee, the Finance Committee and the Personnel Committee
- G. With the General Chair, generally supervise the permanent office staff.
- H. Approve or assign officials for observed meets
- I. Waive date conflicts for accepted meets