

New England Swimming
JUNIOR & SENIOR ATHLETE REPRESENTATIVES
JOB DESCRIPTION
(updated 02/2024)

Reports to: Administrative Vice-Chair

Length of Term: 2 years (1st year – Junior Athlete Representative, 2nd year – Senior Athlete Representative)

Reports to: General Chair

Additional Requirements: Must be able to serve up to two years; must 16 years old *or* at least a sophomore in high school at the time of election.

Junior Athlete Representative

The Junior Athletes Representative shall be elected by their peers in the spring and will take office as the Senior Athlete Representative on September 1st in the year following their election.

The Junior Athlete Representative is required to serve on the Athletes Committee and must assist the New England Swimming Office with the annual Senior Ceremony.

Senior Athlete Representative

JOB REQUIREMENTS & RESPONSIBILITIES:

1. Attend and participate in all Board of Directors and House of Delegates meetings.
 - a) Serve as a liaison between the New England Swimming athletes and the Board of Directors and House of Delegates.
 - b) Represent the New England Swimming athletes at Board of Directors meetings.
2. Chair the Athletes Committee and Athletes Executive Committee.
 - a) Attend and preside over all meetings.
 - b) Create, review, and approve the meeting agenda in advance.
 - c) Utilize Robert's Rules of Order.
 - d) Support focused dialogue and decision making.
 - e) Ensure the Committees elect Committee Secretaries to take meeting minutes and submit all reports.
 - f) Solicit feedback from all New England Swimming athletes.
 - i) Communicate feedback to the Board of Directors and relevant LSC leaders.
 - g) Communicate relevant information and distribute reports from national and Zone-level meetings and workshops to New England Swimming clubs, athletes, and the Board of Directors.
 - h) Collaborate with the Administrative Vice-Chair and Finance Committee to create and implement the annual budget for the Athletes Division.
 - i) Implement up to two programs per year, with the consent and approval of the Administrative Vice-Chair, Board of Directors, and House of Delegates, such as an Athlete Summit, workshops, clinics, a newsletter, etc.
3. Coordinate and communicate with the designated Team Athlete Representatives.
4. Coordinate with the New England Swimming Office and Administrative Vice-Chair on communications, including emails and social media.
5. Facilitate Athlete Representative elections with the support of the Administrative Vice-Chair.
6. Collaborate with the Administrative Vice-Chair to recruit and assign athletes to serve on New England Swimming Committees to meet the 20% minimum athlete representation requirements.
7. Assist with awards distribution at the annual Top 10 banquet.
8. Participate in Eastern Zone Athletes Committee meetings.
9. Carry out the LSC Strategic Plan.
10. Attend USA Swimming workshops and meetings as deemed appropriate by the LSC.
11. Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: "Provide opportunities for all to achieve their highest potential in competitive swimming."
12. Perform all other duties as requested by the Administrative Vice-Chair, Board of Directors, or House of Delegates.