

New England Swimming
DIVERSITY, EQUITY, AND INCLUSION COMMITTEE CHAIR
JOB DESCRIPTION
(updated 05/2024)

Reports to: Program Operations Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Diversity, Equity, and Inclusion Committee Chair shall assume office on September 1st following the election of the General Chair, or upon appointment if appointed after September 1st, and shall serve until August 31st following the next election of the General Chair.

JOB REQUIREMENTS & RESPONSIBILITIES:

1. Attend and participate in all Board of Directors and House of Delegates Meetings.
 - a) Serve as the voice for the underrepresented populations within New England Swimming.
2. Chair the Diversity, Equity, and Inclusion Committee.
 - a) Attend and lead all meetings.
 - b) Create, review, and approve the meeting agenda in advance.
 - i) Meetings should be held at least quarterly; however, more frequent meetings may be necessary and should be scheduled based on the needs of the LSC.
 - c) Support focused dialogue and decision making.
 - d) Ensure the Committee designates a Committee Secretary to take meeting minutes and submit all reports.
 - e) Recruit potential new members of the DE&I Committee.
 - f) Oversee all DE&I initiatives and programs within the LSC.
 - i) Create and implement programs that create bridges of understanding between ethnic groups and raise cultural awareness within the sport of swimming.
 - ii) Create and implement programs, such as Water Safety Days and Gear Drives, that reduce or remove the barriers to entry and ongoing participation within the sport of swimming.
 - iii) Create and implement strategies and programs that will build the populations of underrepresented athletes, coaches, officials, and administrators within the LSC in accordance with NES and USA Swimming rules, policies, and guidelines.
 - iv) Create and implement strategies, policies, and programs that create a diverse and inclusive environment for all members of the LSC.
 - g) Solicit feedback from all members of the LSC who are members of underrepresented populations.
 - h) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Share DE&I information from USA Swimming, the Eastern Zone, and NES with relevant stakeholders.
4. Coordinate with the NES Office and Athletes Committee to utilize the LSC website and social media to promote DE&I initiatives within the LSC, Zone, and USA Swimming.
5. Respond to all inquiries and communications from the NES Office, Board of Directors, Committee members, and the general membership in a timely manner.
6. Attend all USA Swimming workshops and meetings as deemed appropriate and necessary by the LSC.
7. 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."
8. Perform all other duties as requested by the Program Operations Vice-Chair, General Chair, Board of Directors, or House of Delegates.