

New England Swimming
OFFICIALS COMMITTEE CHAIR
JOB DESCRIPTION
(updated 01/2022)

Reports to: Vice Chair of Operations

Appointed: By the General Chair

Term: 2 years

4.1.1 The Officials Chair

The Officials Chair is appointed by the General Chair and shall assume office on September 1st following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The Chair is responsible for training, certifying and supervising officials for New England Swimming. The Officials Chair shall be a referee certified by New England Swimming. The Officials Chair shall serve as a member of NESI House of Delegates

Main/required Duties and Responsibilities:

- Attend and participate in all Board of Directors and House of Delegates Meetings
- Shall serve as a member of NESI House of Delegates
- Chair the Officials Committee
 - Preside at all meetings of the respective division, committee or subcommittee
 - See that all duties and responsibilities of the respective division, committee or subcommittee in his or her charge are properly and promptly carried out
 - Appoint such committees or subcommittees as may be necessary to fulfill the duties and responsibilities of the division or committee, respectively
 - Communicate with the General Chair, respective division, committee or subcommittee members and the staff to keep them fully informed
 - Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the staff
- Must be a referee certified by New England Swimming
- Responsible for training, certifying and supervising all officials for New England Swimming
- Work with the LSC office staff to ensure the LSC website has current information and links relevant to officials

- Work with the LSC office staff to communicate to all officials in the LSC as needed
- Ensure that the Officials Committee is constantly recruiting, retaining and evaluating all LSC officials
- Oversee the apparel design and needs for the LSC officials
- Oversee the updating official's certs in OTS
- Oversee the Admin Official training
- Create and implement the yearly committee budget in a fiscally responsible manner
- Carry out the LSC Strategic Plan
- Attend USA Swimming conventions and meetings as deemed appropriate by the LSC
- 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."*
- Perform all other duties as requested by the General Chair, Board of Directors or House of Delegates