

New England Swimming
OFFICIALS COMMITTEE CHAIR
JOB DESCRIPTION
(updated 05/2024)

Reports to: Program Operations Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Officials 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.
2. Chair the Officials 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) Create and implement strategies and programs to recruit, retain, and evaluate NES Officials.
 - f) Oversee the training, certification, and tracking of all New England Swimming Officials.
 - g) Ensure all NES meets provide consistent, high-quality officiating to ensure fair competition.
 - h) Provide ongoing education and informational sessions for current NES Officials.
 - i) Solicit feedback from all New England Swimming Officials.
 - j) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Coordinate and schedule adequate staffing for all meets within the NES Championship meet progression.
4. Share information from USA Swimming and the Eastern Zone with relevant stakeholders, including regular communication to all NES Officials.
5. Coordinate with the NES Office and Athletes Committee to utilize the LSC website and social media to promote Officials initiatives within the LSC, Zone, and USA Swimming.
6. Coordinate with the NES Office to ensure current information and links are available to all NES Officials.
7. Oversee the design and procurement of apparel to meet the needs of LSC Officials.
8. Ensure all relevant tracking and data entry is completed accurately and in a timely manner.
9. Respond to all inquiries and communications from the NES Office, Board of Directors, Committee members, and the general membership in a timely manner.
10. Attend all USA Swimming workshops and meetings as deemed appropriate and necessary 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 Program Operations Vice-Chair, General Chair, Board of Directors, or House of Delegates.