

NEW ENGLAND SWIMMING
OPERATIONAL RISK COMMITTEE CHAIR
JOB DESCRIPTION
(updated 01/2022)

Reports to: Vice Chair of Operations

Appointed: By the General Chair

Term: 2 years

4.6.1 Operational Risk Chair

The Operational Risk Chair is appointed by the General Chair and shall assume office on September 1st following the election of the General Chair. The Operational Risk Chair shall monitor the NESI Reports of Occurrence submitted to USA Swimming Risk Management, and the USA Swimming Quarterly Reports, to note trends and issues that pose a risk that may need mitigation, as required pursuant to the bylaws. The Chair, in collaboration with the committee, shall be responsible for determining the need for changes to NESI processes or policies, and/or whether education/ training is indicated, to mitigate risk. The Chair, in collaboration with the committee, shall be responsible for planning and executing a plan, when changes/education/training are required to mitigate risk to NESI and its membership. The Operational Risk Chair shall serve as a member of NESI House of Delegates.

Main/required Duties and Responsibilities:

- Attend and participate in Board of Directors' and House of Delegates' Meetings
- Shall serve as a member of NESI House of Delegates
- Chair the Operational Risk 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
- Responsible for leading the Operational Risk Committee through review and evaluation of NESI Reports of Occurrence and USA Swimming quarterly summary data looking for trends, and to determine whether process changes, policy changes, or education/ training are indicated. When indicated, shall ~~for~~ develop a proposal, in

collaboration with the Operational Risk Committee and with other LSC committees or staff, as indicated, for the needed changes and/or training to mitigate the perceived risk

- Responsible for the dissemination of USA Swimming safety information to all Group Members, athletes, coaches, and officials of New England Swimming
- Shall monitor the Reports of Occurrence submitted to USA Swimming Risk Management as is required pursuant to the bylaws
- 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