

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

Reports to: Program Operations Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Operational Risk 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 Operational Risk 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) Develop and continually review NES safety education programs and policies.
 - i) Advise relevant coordinators, committees, and divisions on the implementation of these programs and policies in the context of NES programs, strategies, initiatives, policies, and events.
 - ii) Coordinate with and serve as a resource to the relevant Coordinators, Committees, and Chairs to provide safety enhancement and training opportunities.
 - f) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Coordinate with the Adaptive Swimming Coordinator to develop and implement adaptive swimming safety education, programs, and policies for all members of NES.
4. Ensure all relevant tracking and data entry is completed accurately and in a timely manner.
 - a) Monitor the Reports of Occurrence that have been submitted to USA Swimming Risk Management as required pursuant to the bylaws.
 - b) Analyze data and propose corrective actions for trending risks when necessary.
5. Coordinate with the NES Office and Athletes Committee to utilize the LSC website and social media to promote Safety initiatives within the LSC, Zone, and USA Swimming.
6. Share safety information from USA Swimming, the Eastern Zone, and NES with relevant stakeholders.
 - a) Distribute the USA Swimming Safety Checklist to Meet Referees and Meet Directors.
 - b) Educate Meet Directors and Meet Referees on the roles of the Safety Monitor and Safety Marshals.
 - c) Facilitate Safety Marshals training and education, as needed.
7. Respond to all inquiries and communications from the NES Office, Board of Directors, Committee members, and the general membership in a timely manner.
8. Attend all USA Swimming workshops and meetings as deemed appropriate and necessary by the LSC.
9. 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."
10. Perform all other duties as requested by the Program Operations Vice-Chair, General Chair, Board of Directors, or House of Delegates.