

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

Reports to: Development & Performance Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Senior 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 Senior Committee.
 - a) Attend and lead all meetings.
 - b) Create, review, and approve the meeting agenda in advance.
 - i) Ordinarily, meetings should be held monthly; however, more frequent meetings may be necessary to meet 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) Oversee all aspects of Senior swimming within the LSC.
 - i) Develop and conduct Senior programming that aligns with the LSC's mission to "Provide opportunities for all to achieve their highest potential in competitive swimming."
 - ii) Create opportunities for senior-level athletes, including camps and clinics.
 - iii) Develop time standards for all Senior meets within the NES Championship meet progression.
 - iv) Manage all Senior meets within the NES Championship meet progression, including meet formats, awards, and travel fund policies.
 - v) Evaluate all Senior meets within the NES Championship meet progression.
 - f) Solicit feedback from all members of the LSC who are involved with Senior swimming.
 - g) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Respond to all inquiries and communications from the NES Office, Board of Directors, Committee members, and the general membership in a timely manner.
4. Serve and actively participate as a member of the Calendar Committee.
5. Attend all USA Swimming workshops and meetings as deemed appropriate and necessary by the LSC.
6. 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."
7. Perform all other duties as requested by the Development & Performance Vice-Chair, General Chair, Board of Directors, or House of Delegates.