

**NEW ENGLAND SWIMMING
TECHNICAL COMMITTEE CHAIR
JOB DESCRIPTION**

(updated 01/2022)

Reports to: Vice Chair of Operations

Appointed: By the General Chair

Term: 2 years

4.2.1 Technical Committee Chair

The Technical Planning Chair is appointed by the General Chair and shall assume office on September 1 following the election of the General Chair, or upon appointment after that date, and shall serve until the date of September 1st following the next election of the General Chair. The Chair has general charge of the business, affairs and property of the Technical Planning Committee, the continuing review and development of NESI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of NESI's swimming programs. The Technical Planning Chairman is involved in reviewing all bids either for regular season or end of season meets. The Technical Planning Chairman is charged with approving meet templates for regular season, end of season and championship meets. Any changes made to meet information posted online must have the express consent of the Technical Planning Chairman. The Technical 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 Technical 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
- Carry out the LSC Strategic Plan
- Has general charge of the business, affairs and property of the Technical Planning Committee
- Has general charge of the continuing review and development of the New England Swimming meet philosophy
- Must advise other committees and divisions regarding the implementation above said/stated philosophy in the context of NESI's swimming programs
- Shall be involved in reviewing all bids for regular season and/or end of season meets
- Must approve meet templates for regular season, end of season and championship meets
- Must approve any changes made to meet information after it is posted online
- 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