

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

Reports to: Program Operations Vice-Chair

Length of Term: 2 years

Appointed by: General Chair

The Technical Planning 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 Technical Planning Committee.
 - a) Attend and lead all meetings.
 - b) Create, review, and approve the meeting agenda in advance.
 - i) Meetings should be held at least semi-annually; 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 New England Swimming's long-range planning and competition philosophy.
 - i) Advise relevant committees and divisions on the implementation of this philosophy in the context of NES programs, strategies, initiatives, policies, and events.
 - ii) Coordinate with and serve as a resource to the relevant Committees and Chairs to establish the New England Swimming meet schedule, Championship meet progression time standards, and Championship meet progression meet information.
 - f) Coordinate and collaborate with committee members to achieve the LSC Strategic Plan.
3. Oversee the content, presentation, and delivery of a minimum of two Meet Director workshops each year in collaboration with the Competition Manager.
4. Participate in the review process for all regular season and NES Championship meet progression bids.
5. Approve the meet templates for all regular season and NES Championship meet progression meets.
6. Review and approve, when appropriate, any proposed changes to meet information that has been posted to the NES website.
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.