

## **NT JOB DESCRIPTIONS FROM 2015**

DUTIES AND POWERS - The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

GENERAL CHAIR: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of NTSI, and general supervision of its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit NTSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of NTSI.

SECRETARY: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary shall be custodian of the records of NTSI, and attest to the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of NTSI.

TREASURER: The Treasurer shall be the principal receiving and disbursing officer of NTSI. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all monies, incomes, fees and other receipts of NTSI and pay all bills, salaries, expenses and other disbursements approved by an authorized Officer, committee chair, the Board of Directors or the House of Delegates, or required to be paid pursuant to these Bylaws. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall prepare a periodic financial report listing the current budget variances by line item, all receipts, and all expenditures for the preceding period and for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct. The Treasurer shall:

- A. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of NTSI;
- B. Cause the monies, securities and other financial instruments of NTSI to be deposited in the name and to the credit of NTSI in such institutions as shall be designated in accordance with Section 606.10 or to be otherwise invested as the Board of Directors may direct;
- C. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D. Cause the funds of NTSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of NTSI, and obtain and preserve proper vouchers for all monies disbursed;
- E. Cause to be kept correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for NTSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
- F. Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the periodic financial reports and the annual audited financial statement to be exhibited to any member of NTSI or USA Swimming;

- G. Cause NTSI to be in compliance with the requirements of Section 608.4;
- H. Have the power to require from the officers, committee chairs, or agents of NTSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of NTSI;
- I. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of NTSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3
- J. With the consent of the Board of Directors, have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and
- K. In general, performs all the other duties incident to the charitable non-profit corporate treasury function.

ADMINISTRATIVE VICE-CHAIR: The Administrative Vice-chair shall conduct meetings in the absence of the General chair and, at the request of the General chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Section 606.10.) The Administrative Vice-chair shall chair, and have general charge of the business, affairs and property of the division that administers NTSI business and affairs. The Administrative Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees. The Administrative Division shall be responsible for the creation and maintenance of NTSI's Policies and Procedures Manual. See Section 607.1.1.

SENIOR VICE-CHAIR: The Senior Vice-chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of NTSI. The Senior Vice-chair will serve the liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws. See Section 607.1.3.

AGE GROUP VICE-CHAIR: The Age Group Vice-chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of NTSI. See Section 607.1.2.

ATHLETE REPRESENTATIVES: The Athlete Representatives shall serve as the liaison between the athletes who are members of NTSI and the Board of Directors and House of Delegates. The Senior Executive Athlete Representative shall chair the Athletes Committee.

COACH REPRESENTATIVE The Coach Representative shall serve as the liaison between the coaches who are members of NTSI and the Board of Directors and House of Delegates.

## OFFICERS POWERS GENERALLY -

**AUTHORITY TO EXECUTE CONTRACTS, ETC.** - The General Chair and Administrative Vice- chair each may sign and execute in the name of NTSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the NTSI Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

**ADDITIONAL POWERS AND DUTIES** - Each officer shall have other powers and perform other duties as may be prescribed in NTSI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice-chair, the delegating officer or these Bylaws. The division Vice-chairs shall have the additional duties and powers set forth in Section 607.1 and 607.3.

**DELEGATION** - Officers of NTSI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members, except that neither the Finance Committee Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, and orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

**ASSISTANT AND DEPUTY OFFICERS** - The House of Delegates or the Board of Directors may by resolution or NTSI's Policies and Procedures Manual may create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall provide for the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the NTSI boundaries or temporarily incapacitated. The elected officers may appoint one or more assistant officers and define their respective duties.

## DEPOSITORIES AND BANKING AUTHORITY -

**DEPOSITORIES, ETC.** - All monies of NTSI shall be deposited to a financial institution the Board of Directors may select, or as authorized by the Board of Directors to be selected.

**SIGNATURE AUTHORITY** - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of NTSI shall be signed by the General Chair, the Treasurer or another Individual member of NTSI approved by and in the manner as shall be determined by the Board of Directors.