

## **PNS DEI Vice-Chair Job Description**

### **Position Description:**

Each LSC shall have an LSC Diversity, Equity, and Inclusion Chair. The purpose of the LSC DEI Chair is to lead the LSC to increase diversity, implement equity, and promote inclusion at the team and LSC level by providing consultation to teams, creating opportunities through diversity themed camps, and actively advocating for DEI at the LSC Board of Directors meetings.

### **Goal Statement:**

- Engage. Communicate. Educate. Celebrate.

### **Volunteer Job Qualifications:**

- Current USA Swimming Member
- Ability to meet time demand for LSC DEI goals
- Strong leadership and communication skills both internally and externally
- Consistent follow-through with all duties and tasks
- Passion for diversity, equity, and inclusion; experience is a plus

### **Internally Reports to:**

- LSC General Chair

### **Externally Corresponds with:**

- Respective Zone DEI Coordinator

### **Duties/Responsibilities:**

- Watch the DEI Chairs 101 webinar located on the USA Swimming website.
- Provide DEI education within the LSC through trainings, round-tables, or facilitated discussions.
- Lobby for DEI within the LSC by actively attending BOD meetings.
- Submit regular reports to the General Chair, Board of Directors, and House of Delegates meetings.
- Create an LSC-level DEI committee that has athlete representation (suggested 33% representation) and provide meeting minutes from all committee meetings to the General Chair and respective Zone coordinator.
- Develop and maintain DEI influence by either creating professional relationships with BOD members, active athletes, and other DEI advocates throughout the LSC.
- Work to obtain and/or maintain DEI voting member status.
- Actively participate on Zone DEI Committee calls by attending, expressing pressing concerns, and sharing best practices.
- Work with LSC Treasurer and LSC Board of Directors to participate in the LSC budget process.
- Work with LSC Registrations Chair to understand the registration process and how competition category changes for gender-diverse athletes.
- Attend at least 2 DEI Chair Professional Development sessions annually (may be achieved through Spring Zone Meetings or Convention)

- Create and establish a DEI Strategic Plan for the LSC by creating a DEI budget or line items in existing budget, establishing policies, and communicating their purpose to the BOD.
- Communicate information about programs and activities that support DEI to LSC clubs.
- Work with the LSC Webmaster to ensure website reflects the LSC's diversity, mission, and goals through stated DEI mission and diverse imagery.
- Imbed diversity, equity, and inclusion into existing LSC structure and programming.
- Keep Zone DEI Coordinator up-to-date with term dates and new DEI Chair selection process
- Approve team training support in March and August