



VSI BOD, ARB, and Committee Nominations--General Announcement

General Information

On April 6, 2025, the VSI House of Delegates (HOD) will elect a new slate of officers to the VSI Board of Directors. The officers to be elected include the following positions:

- General Chair
- Administrative Vice-Chair
- Age Group Vice-Chair
- Senior Vice-Chair
- Finance Vice-Chair
- Treasurer
- At-Large Board Members

The responsibilities for each of these positions are listed below.

The HOD will also elect new members to the Administrative Review Board (ARB). The responsibilities of the ARB are listed below.

In anticipation of spring 2025 elections, the VSI Governance Committee is seeking nominations for each of these positions. An individual may self-nominate or they may be nominated by another individual. If nominated by another individual, the nominee will be contacted to confirm their interest in being a candidate.

Nominations are due by March 17, 2025, and can be submitted using the links on the Virginia Swimming website. The information received will be used to create a Candidate Profile Packet that will be available for review prior to the elections. Individuals who desire to run for election and who do not submit their profile information by the deadline will not have their profile included in the Candidate Profile Packet, and they will need to be nominated from the floor at the HOD meeting.

Following the elections, the VSI committee chairs, committee members, and coordinators will be appointed or reappointed. A description of the committees and coordinator positions are listed below. If you are interested in serving on a committee or as a coordinator, please indicate your interest through the [committee/coordinator](#) link.

Statement on Preferred Qualifications for Board Officer Positions

Virginia Swimming is best served by having experienced and well-qualified individuals serving as the officers of its Board of Directors. Based on past experience, successful incumbents in these positions have had the level of experience listed below. Individuals who do not have this

level of experience are not necessarily unqualified, but they need to make the case (as should all candidates) that they are qualified to serve in the position for which they are running. Thus, these preferred qualifications serve as a benchmark against which potential candidates can gauge their own qualifications for office, and they serve as a benchmark against which the members of the HOD can gauge the qualifications of the candidates.

Board of Director Positions

General Information: Elected Board of Directors (BOD) members serve a 2-year term beginning September 1 of odd-numbered years. Except for the Treasurer, no individual member who has served 2 successive terms is eligible for re-election to the same position until a lapse of one term. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation. The BOD meets 6-8 times per year and also participates in 2 House of Delegates (HOD) meetings per year.

General Chair: The General Chair oversees and has general charge of the management, business, operations, affairs and property of VSI, and general supervision over its officers and agents; calls meetings when and where deemed necessary; presides at all meetings; and, except as otherwise provided in the VSI Bylaws or VSI Policies and Procedures and with the advice and consent of the BOD, appoints committee chairs and members for standing and special committees or coordinators as may be necessary to permit VSI to effectively, efficiently and economically conduct its affairs. The General Chair reports to the BOD all matters within the General Chair's knowledge that the BOD should consider in the best interests of VSI.

Preferred qualifications: 10 or more years of experience with USA Swimming (eg, coach member, certified official member, club-level service, LSC-level service); 4 or more years of service on the VSI BOD; strong working knowledge of the BOD and HOD; ability to work collaboratively with a diverse body of volunteers.

Administrative Vice-Chair: The Administrative Vice-Chair conducts 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, performs all of the duties of the General Chair, and when so acting has all of the powers of the General Chair. The Administrative Vice-Chair chairs, and has general charge of the business, affairs, and property of the division that administers VSI business and affairs. The Administrative Vice-Chair aids in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Administrative Division is responsible for the creation and maintenance of VSI's Policies and Procedures Manual. The Administrative Vice-Chair is responsible to see that the Coach Representative elections are held in accordance with the VSI Policies and Procedures.

Preferred qualifications: 8 or more years of experience with USA Swimming (eg, coach member, certified official member, club-level service, LSC-level service); 2 or more years of service on the VSI BOD; strong working knowledge of the BOD and HOD; ability to work collaboratively with a diverse body of volunteers.

Age Group Vice-Chair: The Age Group Vice-Chair chairs and has general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of VSI including meet management for all age group swimming meets sponsored by VSI.

Preferred qualifications: 6 or more years of experience with USA Swimming (eg, coach member, club-level service, LSC-level service); 2 or more years of service on the VSI Age Group

Committee or as a USA Swimming age-group coach; demonstrated knowledge and interest in age group swimming.

Senior Vice-Chair: The Senior Vice-Chair chairs and has general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of VSI including meet management for all senior swimming meets sponsored by VSI. The Senior-Vice Chair serves as the liaison to the Athlete Representatives and the Athletes Committee and is responsible to see that the Athlete Representatives' elections are held in accordance with the VSI Bylaws.

Preferred qualifications: 6 or more years of experience with USA Swimming (eg, coach member, club-level service, LSC-level service); 2 or more years of service on the VSI Senior Committee or as a USA Swimming senior coach; demonstrated knowledge and interest in senior swimming.

Finance Vice-Chair: The Finance Vice-Chair has general charge of the committees and coordinators involved with finance (Finance Committee, Treasurer). The Finance Vice-Chair aids in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Finance Vice-Chair serves as the Finance Committee Chair. The Treasurer: (1) has charge of and supervision over and be responsible for the funds, moneys, securities, and other financial instruments of VSI; (2) causes the moneys, securities, and other financial instruments of VSI to be deposited in the name and to the credit of VSI in such institutions as shall be designated in accordance with the VSI Bylaws or to be otherwise invested as the Finance Committee or the Board of Directors may direct; (3) causes to be appropriately segregated and accounted for any endowment funds, scholarship, or award funds and any similar special purpose funds or accounts; (4) causes the funds of VSI to be disbursed by checks or drafts, automated debits, or wire transfers upon the authorized depositories of VSI, and obtain and preserve proper vouchers for all moneys disbursed; (5) causes to be kept at VSI's permanent office 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, the Finance Committee, or the Treasurer shall determine. The Treasurer's custody of the books and records is as a fiduciary for VSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer; (6) upon request and at reasonable hours causes such books or duplicates thereof to be exhibited to any member of the BOD and upon application and at reasonable hours causes the monthly financial reports and the annual audited financial statement to be exhibited to any member of VSI or USA Swimming; (7) causes VSI to be in compliance with the requirements of the VSI Bylaws; (8) has the power to require from the officers, committee chair, coordinators, or agents of VSI 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 VSI; (9) makes the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of VSI and causes 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 forwards a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the BOD and USA Swimming national headquarters in accordance with the VSI Bylaws; and (10) has the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and in general, performs all the other duties incident to the corporate treasury function.

Preferred qualifications: 6 or more years of experience in the sport of swimming (eg, coaching, officiating, club-level service, LSC-level service); 2 or more years of service on the VSI Finance Committee; educational or professional background in finance or accounting.

Treasurer: The Treasurer is the principal receiving and disbursing officer of VSI. Except as otherwise directed by the Finance Chair and Finance Committee, or the BOD, the Treasurer receives all moneys, incomes, fees, and other receipts of VSI and pays all bills, salaries, expenses, and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Committee, the Board of Directors, or the House of Delegates, or required to be paid pursuant to the VSI Bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee, or coordinator, provided that the division, officer, committee, or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair, or coordinator and either within the approved budget of such division, officer, committee, or coordinator, or authorized by the BOD or the HOD. The Treasurer is a member of the Finance Committee but may not be its chair. The Treasurer issues a monthly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as the Finance Committee, the General Chair, or the BOD may direct.

Preferred qualifications: 6 or more years of experience with USA Swimming (eg, coach member, certified official member, club-level service, LSC-level service); educational or professional background in finance or accounting.

At-Large Board Member: In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members, both athletes and non-athletes, have such powers and duties as may be delegated to them by the VSI Policies and Procedures Manual, the General Chair, the BOD, or the HOD.

Preferred qualifications: 4 or more years of experience with USA Swimming (eg, coach member, certified official member, club-level service, LSC-level service); 2 or more years of experience as a VSI HOD delegate.

Administrative Review Board Positions

General Information: Administrative Review Board members serve a 2-year term beginning September 1 of odd-numbered years. The board meets for administrative purposes as needed and to hear complaints and appeals regarding administrative matters within VSI.

Committee Overview: USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. The Administrative Review Board, together with Section 2.2 and Part Four of the USA Swimming Rules and Regulations, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, VSI has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within VSI which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board has no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, VSI or the sport of swimming into disrepute. The board, together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a fair hearing before a group of independent and impartial people.

Committee Positions

General Information: Committee members serve a 2-year term beginning September 1 of odd-numbered years. The number of meetings per year varies by committee and ranges from one to 6 or more.

Age Group Committee: The duties of the Age Group Committee are to oversee all aspects of 14 & Under (Age Group) swimming in the VSI LSC. This includes meet management, in particular the LSC Championship meet progression, which culminates with Age Group Champs. Duties also include Time Standards for the LSC championship meets, Age Group Swimmers of the Year, but most importantly to listen to all involved within the LSC who have a hand in Age Group swimming, facilitate discussion through the Age Group Committee, and serving as that voice to the BOD and HOD.

Athletes Committee: The Athletes' Committee has general charge of the business and affairs of the Athletes of VSI, and shall undertake such activities (1) delegated to it by the BOD or the General Chair or (2) undertaken by the Committee as being in the best interests of the Athlete Members, VSI, USA Swimming, and the sport of swimming

Coaches Committee: The committee undertakes such activities as are delegated to it by the BOD or General Chair. It is also responsible for any activities it views as being in the best interest of the coach members of VSI, USA Swimming, and the sport of swimming.

Diversity, Equity, and Inclusion Committee: The DEI Committee is responsible for the implementation, coordination, and execution of a diversity, equity, and inclusion program for VSI. The committee works with USA Swimming and the Eastern Zone to establish best practices within VSI. The committee shall: (1) provide DEI education within VSI through trainings, round-table discussions, or other facilitated discussions; (2) communicate information about DEI programs and activities to VSI clubs; and (3) ensure the VSI website, through both written content and imagery, reflects VSI's commitment to diversity, equity, and inclusion.

Finance Committee: The committee has the following responsibilities. (1) Develops, establishes where so authorized, or recommends to the BOD, and supervise the execution of policy regarding the investment of VSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the BOD or the HOD. The Finance Committee also regularly reviews VSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and determines and recommends of the best financing method. (2) Conducts a review or audit or recommends an independent auditor to conduct the required annual review or audit of the books of VSI. If conducted internally, a minimum of 3 committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information, and answer questions. (3) Submits the review or audit and other reports and make recommendations to the BOD with regard thereto. (4) Consults with the officers, committee chairs and coordinators and prepares and presents a proposed budget for consideration and approval by the BOD and the HOD. The officers, committee chairs, and coordinators provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives. (5) Completes and submits any state and local reports and filings.

Governance Committee: The committee has the following responsibilities. (1) Assist in periodic evaluation of the mission and vision statements and the Bylaws of VSI; (2) Aids in the development of operating policies regarding conflict of interest (BOD and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other

employment-related practices, etc.; (3) Aids in the development of personnel practices procedure including job descriptions and annual review of staff; (4) Ensures that the BOD's focus remains on the strategic plan; (5) Aids in the development of expectations and processes for accountability of BOD members; (6) Develops criteria for the qualities and required characteristics of BOD officers; (7) Leads Board succession planning by assessing current and anticipated needs for BOD composition and identifying and recruiting potential BOD members; (8) Nominates BOD members, Administrative Review Board members, and other coordinator or chair positions to be elected by the HOD consistent with the matrix of skills, demographics, and talents needed; (9) Publishes the slate of candidates to the VSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates; (10) Designs and implements BOD orientation and an ongoing program of BOD education and development; and (11) Leads periodic assessment of the BOD's performance (as a whole and of individual members) and makes recommendations to enhance BOD effectiveness.

Hall of Fame Selection Committee: The committee develops criteria for induction into the VSI Hall of Fame, solicits and reviews nominations, selects inductees, and maintains the biographies of the Hall of Fame members.

Officials Committee: The Officials Committee is charged with maintaining a roster of qualified, well-trained, and experienced officials of the highest caliber. The committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for VSI. The committee provides both continuing education materials and opportunities for VSI officials. The chair of the committee consults with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate, to communicate rules interpretations to VSI membership.

Open Water Committee: The committee has general charge of the Open Water swimming program of VSI including the management for all sanctioned Open Water meets whether hosted by VSI or a Club.

Operational Risk Committee: The Operational Risk Committee is responsible for coordinating safety enhancement and training opportunities as needed, and for disseminating of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of VSI. The committee develops safety education programs and policies for VSI and makes recommendations regarding same, and the implementation thereof, to the Safety Division Vice-Chair and the BOD. Once the recommendations are approved by the BOD, the Safety Committee is responsible for the coordination of their implementation by the Club Members. The Operational Risk Committee Chair with the assistance of the Committee members: (1) provides education concerning the completion of Incident/Occurrence Reports to meet directors, coaches, and club officers; (2) presents reports concerning swimming related injuries within VSI at each HOD and BOD meeting; and (3) is responsible for disseminating safety information flowing from USA Swimming Headquarters and exploring safety education opportunities and developing a safety education program tailored to VSI and its members.

Safe Sport Committee: The Safe Sport Committee is responsible for the implementing and coordinating the Safe Sport Program established by USA Swimming. The committee works with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within VSI. The committee: (1) coordinates and oversees the implementation of effective safe sport educational programs provided by USA Swimming for all athlete members, their parents, coaches, volunteers, and clubs; (2) participates in workshops as provided by USA Swimming, collects and shares information about what USA Swimming and other LSCs are doing to promote safe sport

policies, and disseminates information on LSC best practices; (3) serves as an information resource for VSI clubs and membership, and helps to identify and connects them with local educational partners and resources; (4) receives feedback and suggestions on the Safe Sport policies and programs from the VSI clubs and membership, and provides feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and (5) performs other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all its members.

Scholarship Selection Committee: The committee develops criteria for awarding scholarships, solicit and review applications, and select the recipient or recipients.

Senior Committee: The Senior Committee duties include developing and directing programs for all senior level competition in accordance with the mission and vision of VSI. Additionally, the committee approves the Time Standards for the LSC championship meets and identifies the recipients of the annual Swimmer of the Year awards for senior level athletes.

Technical Planning Committee: The Technical Planning Committee is responsible for long-range planning regarding the swimming programs conducted by VSI as well as the continued review and support of the LSC's mission. For each upcoming season, the Technical Planning Committee devises a proposed meet schedule in consultation with the Age Group Committee and the Senior Committee. After approval by the BOD, the Committee publishes the proposed schedule and seeks bids from Club Members to host meets. After reviewing the bids received, the Committee makes recommendations to the BOD and HOD for the adoption of a firm schedule and award of hosting rights to Club Members.

Coordinator Positions

General Information: Coordinators serve a 2-year term beginning September 1 of odd-numbered years. Coordinators function individually and not within a committee structure.

National Times and Records Tabulation Coordinator: The coordinator is responsible for the input of all times from sanctioned, approved, and observed meets within the LSC into the national database and will assist the LSC in making certain that USA Swimming rules regarding timing are carried out. The coordinator or designee maintains current records of the LSC using times verified through the national database. At least once a month the coordinator or designee creates Top Times lists from the national database.

Rules and Legislation Coordinator: The coordinator ensures that the VSI Bylaws remain in compliance with USA Swimming requirements, that amendments are acted upon by the VSI House of Delegates, and that any revisions are approved as required by USA Swimming. The coordinator maintains the VSI Policies and Procedures manual by ensuring that the policies and procedures reflect current practice and that any amendments are approved as required by the VSI HOD or VSI BOD.

Zone Team Coordinator: The coordinator organizes all arrangements including travel, lodging, meals, and uniforms for team members, chaperones, and coaches. The coordinator assists Coach Representatives with the selection of the Zone team coaches and works together with the VSI staff to create applications for team members and coaching staff. The coordinator serves as point of contact for parents of team members.