



To Develop, Improve, and Support Competitive Swimming in the Inland Empire

Section 03 - Governance

III. Governance

A. Members

1. House of Delegates
 - a) The House of Delegates of Inland Empire Swimming membership shall be in accordance with Article 4 of the Inland Empire Swimming Bylaws.
2. Board of Directors
 - a) The Board of Directors of Inland Empire Swimming membership shall be in accordance with Article 5 of the Inland Empire Swimming Bylaws.

B. Duties and Powers

1. House of Delegates
 - a) The House of Delegates of Inland Empire Swimming duties and powers shall be in accordance with Article 4 of the Inland Empire Swimming Bylaws.
2. Board of Directors
 - a) The Board of Directors of Inland Empire Swimming duties and powers shall be in accordance with Article 4 of the Inland Empire Swimming Bylaws.

C. Meetings

1. House of Delegates
 - a) Items for consideration (i.e, the Agenda) and unapproved minutes will be posted on the IES website (www.ieswim.org) fifteen (15) days before the meeting. Meetings shall be held per Section 4.6 and 4.7 of Article 4 of the IES Bylaws.
 - b) **ORDER OF BUSINESS** - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.
 - Roll Call
 - Reading, correction, and adoption of minutes of the previous meeting
 - Reports of officers
 - Reports of committees and coordinators
 - Presentation and approval of the annual budget
 - Presentation and approval of the annual audit, when applicable
 - Unfinished (old) business
 - Elections
 - New business
 - Resolutions and orders
 - Adjournment
2. Board of Directors
 - a) Meetings of the IES Board of Directors are generally held on the 3rd Monday of the month. Additional meetings may be scheduled, when necessary. Items for consideration and unapproved minutes shall be sent to all members of the Board of Directors before each meeting.

Section 03 - Governance | Last Updated: May 9, 2024

b) New members of the Board of Directors should be acquainted with the philosophy of the organization and the makeup of the community it services. Each new Board member should:

- Understand the general duties of a Board member and the duties and powers specific to their office.
- Be familiar with Robert's Rules and the rules of the organization, as well as any ethics statements and/or conflict of interest agreements.
- Understand which committees they serve on and/or chair, know which committees report to them, and understand the composition and responsibilities of each committee.
- Be familiar with any other responsibilities outside of their committee work.
- Be introduced to all Board members and staff.
- Know how to reach the staff and have access to any needed contact information
- Understand where the money to support the IES Budget comes from and how it is spent.
- Be aware of the past so that present planning, direction, and actions make sense and can be viewed in context.
- Be guided by the mission and vision statements along with the organization's values. These principles should be kept at the forefront of the decision-making and strategic planning processes.

D. Job Description for Board of Directors

1. General Chair:

- a) Term: 2 -years
- b) Election: Spring HOD, even years
- c) The Inland Empire Swimming General Chair is responsible for the overall administration and management of the LSC. The General Chair is the Chairperson of the Board of Directors. The General Chair oversees board and executive committee meetings and works in partnership with fellow members to make sure board resolutions are carried out.

2. Admin Vice-Chair/Technical Planning Committee Chair:

- a) Term: 2 -years
- b) Election: Spring HOD, odd years
- c) The Inland Empire Swimming Admin Vice-Chair has many duties and responsibilities. The main duty of the IES Admin Vice-Chair is to assist the General Chair, mainly with administrative matters of the LSC, as directed by the General Chair. They shall conduct meetings in the absence of the General Chair and shall conduct the meetings of the House of Delegates. 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 admin vice chair also serves as the Inland Empire Swimming Technical Planning Chair shall chair and have general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by IES, the continuing review and development of the IES philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of IES's swimming programs. The IES Technical Planning Chair also plans, administers, and manages the LSC's competitive meet schedule. In consultation with appropriate LSC officers, and approves the LSC's meet sanctions and announcements.

Section 03 - Governance | Last Updated: May 9, 2024

3. Job Description of the IES Finance Chair:
 - a) Term: 2 -years
 - b) Election: Spring HOD, odd years
 - c) The Finance Chair provides financial advice and budget review to the LSC. The IES Finance Chair prepares and recommends the annual budget and is also a member of the Budget and Finance Committee. The IES Finance Chair is the Chief Financial Officer of the LSC, is responsible for the LSC investments, and plays a part in putting together the LSC Marketing and Fundraising plan. The Finance Chair is responsible for our audit, and also for the LSC's internal financial controls.
4. IES Secretary:
 - a) Term: 2 -years
 - b) Election: Spring HOD, even years
 - c) The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the IES House of Delegates and Board of Directors, and shall perform the duties incidental to the office of Secretary.. The Secretary shall keep copies of all minutes and meetings and other notices. The Secretary's custody of the minute books and other records shall be as a fiduciary for IES and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.
5. IES Senior Chair:
 - a) Term: 2 -years
 - b) Election: Spring HOD, even years
 - c) The Senior Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of IES LSC. The Senior Vice-chair serves as a liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that the Athlete Representatives' elections are held per IES Bylaws. The IES Senior Chair is responsible for oversight and direction of the LSC's Senior swimming program and is also responsible for the planning and coordination of regular season senior meets and Senior Championships. One of the main responsibilities of the IES Senior Chair is ensuring IES athletes get reimbursement from approved National Level meets.
6. IES Age Group Chair:
 - a) Term: 2 -years
 - b) Election: Spring HOD, odd years
 - c) The Inland Empire Swimming Age Group Chair is responsible for the oversight and direction of the LSC's Age Group swimming program. The Age Group Chair is responsible for the planning and coordination of regular season age group meets and the series of age group championship meets. The Age Group Chair also plans for the needs of the Age Group level of our sport, and generates, evaluates, and communicates ideas, which will assist IES Swimming in planning and developing quality age group swimming programs. The IES Age Group Chair is also involved in but is not limited to, Adaptive Swimming, Camps/Clinics, Technical Planning, Time Standards, and the IES Zone Team.
7. Safe Sport Chair
 - a) Term: 2 -years
 - b) Election: Spring HOD, even years
 - c) Chairs safe sport committee and oversees responsibilities of the committee as listed in Section IV of the Policy and Procedure Manual.
8. IES Coaches Representative:

Section 03 - Governance | Last Updated: May 9, 2024

- a) Term: 2 -years
 - b) Election: Spring HOD, even years
 - c) The Inland Empire Swimming Coaches Rep is responsible for conveying information from the Coach's Committee to the Board of Directors. The IES Coaches Rep represents the LSC's coaches and their positions to the Board of Directors and House of Delegates regarding the LSC's policies and procedures and coaching direction.
 - 9. IES Athlete Representative:
 - a) Term: 2 -years
 - b) Election: Spring HOD, Sr – odd, Jr – even
 - c) The Inland Empire Swimming Athlete Rep represents the LSC's athletes' views and desires and coordinates athlete legislation within the LSC. The IES Athlete Rep represents Inland Empire Swimming's athletes to USA Swimming. The IES Athlete Representatives shall serve as the liaison between the athletes who are members of IES and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Rep assists the Senior Athlete Rep.
 - 10. Diversity, Equity, and Inclusion (DEI) Chair:
 - a) Term: 2- years
 - b) Election: Spring HOD -odd
 - c) 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. This is done by providing DEI education within the LSC and serving as chair for the LSC DEI committee. In addition, they shall serve as the official representative of the LSC to Zone and USA Swimming on DEI activities, meetings, and committees.
- E. Job Descriptions for Non-Voting Board Members
- 1. Administrator/IES Office
 - a) Term: Annual employment
 - b) Election: N/A
 - c) The IES administrator shall carry out all of the roles and responsibilities as defined in Appendix D-IES Administrator Duties and Responsibilities
 - 2. Treasurer:
 - a) Term: Annual employment
 - b) Election: N/A
 - c) The Treasurer shall be the principal receiving and disbursing officer of IES. Except as otherwise directed by the Finance Vice-chair, the Finance Committee, or the Board of Directors, the Treasurer shall receive all money, incomes, fees, and other receipts of IES: and pay all bills, salaries, expenses, and other disbursements approved by an authorized officer, committee chair, the Finance Vice-chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the preceding quarter and the fiscal year to date, together with such other items as the Finance Vice-chair, the Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer supervises, deposits, segregates, disperses, and keeps safe all the finances of the LSC.
 - 3. Sanctions Chair

- a) Term: 2 Years
 - b) Election: Spring HOD, odd years
 - c) The Sanctions Chair is the primary IES contact that interfaces with meet directors and the Technical Planning Chair to assist them with submitting the required information needed to obtain an IES sanction or recognition for a particular pool or open water competition. Sanctions person has to be available and ready to respond on short notice to requests for information, willing to take the time to proofread submitted entry forms, and be able to work with other committee chairs.
4. Governance Chair
- a) Term: 3 years (Term of Committee)
 - b) Election: Governance Committee
 - c) The IES Governance Chair advises the IES on rules and legislation procedures from USA Swimming and the IES's guidelines. The Governance Committee Chair shall chair and have general charge of the business, affairs, and property of the Governance Committee, which shall undertake such activities (a) delegated to it by the Board of Directors of the General Chair or (b) undertaken by the committee as being in the best interest of the members of IES and the sport of swimming. The Governance Chair, along with the Governance Committee, is authorized and obligated to review and revise as necessary the LSC, Inc by-laws and make recommendations to the Board of Directors and House of Delegates. The committee shall also assist the administrative vice-chair in the formulation and revision of the SCLSC 'Policy and Procedures Manual' consistent with these by-laws.
5. Operational Risk Chair
- a) Term: 2 years
 - b) Election: Spring HOD, odd years
 - c) The IES Operational Risk Chair oversees the IES's safety policies and procedures. The Chair also conveys safety information from USA Swimming to Inland Empire Swimming member clubs and individuals for implementation in our day-to-day practices and meets to help make IES a safer place to swim and compete! The Operational Risk Chair, and her/his Committee, shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches, and officials of IES. The Operational Risk Committee shall develop safety education programs and policy for IES and make recommendations regarding those programs and policies and their implementation to the applicable division chairs and the IES Board of Directors. When approved by the Board of Directors, the Operational Risk Committee shall be responsible for the coordination of their implementation by the Club Members.
6. Officials Chair
7. Membership/Registration Chair
8. Equipment Chair
9. Records Chair
10. Disability Chair
11. Open Water Chair
12. Times Chair