



WYOMING SWIMMING, INC JOB DESCRIPTIONS

Mission: Providing our community with opportunities for life through swimming.

Vision: Providing our community with opportunities for life through swimming.

Core Values: Safe, United, Inspired, Tenacious, Unique, Proud.

GENERAL DUTIES OF ALL MEMBERS OF THE WYSI BOARD OF DIRECTORS:

- Participate in all meetings of the House of Delegates and Board of Directors.
- Provide outstanding leadership for the entire Wyoming Swimming community.
- Support and promote the LSC vision, mission and core values.
- Act with integrity.
- Communicate with respect.
- Pursue excellence for Wyoming Swimming.
- Be a Wyoming Swimming member in good standing



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GENERAL CHAIR

1. General duties of all members of the WYSI Board of Directors
 - Participate in all meetings of the House of Delegates and Board of Directors.
 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. General Chair Duties
 - Report to the Board of Directors with all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of WYSI.
 - Oversee and have general charge of the management, business, operations, affairs and property of WYSI, and general supervision over its officers and agents Provide the Wyoming Swimming Board of Directors and the Wyoming Swimming community with a vision for successful operations of the LSC.
 - Call meetings when and where deemed necessary.
 - Preside at all meetings.
 - With the advice and consent of the Board of Directors, appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit WYSI to effectively, efficiently and economically conduct its affairs.
 - Administer Board of Director and House of Delegates meetings in accordance with Robert's Rules of Order
 - Run effective and efficient board meetings.
 - Provide the LSC membership with regular updates on the performance of Wyoming Swimming in relation to the vision and mission of the LSC.
 - Oversee all operations of Wyoming Swimming, Inc.
 - Provide support and direction for the committees and board members, as needed.
 - Member of the Zone Selection Committee.
 - Attend relevant USA Swimming meetings, workshops and conventions.
3. Membership Term and Selection
 - Elected by the House of Delegates in even years
 - 2-year term
 - Limit: 2 consecutive terms
4. Preferred Expertise
 - Previous role on the Board for at least two years
 - Effective communicator
 - Strong leadership skills



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ADMINISTRATIVE VICE-CHAIR

1. General duties of all members of the WYSI Board of Directors
 - Participate in all meetings of the House of Delegates and Board of Directors.
 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. Administrative Vice Chair Duties
 - 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, perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.
 - Chair and have general charge of the business affairs and property of the division that administers WYSI business and affairs.
 - 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, committees and coordinators.
 - Be responsible for the creation and maintenance of WYSI's Policies and Procedures Manual.
 - Member of the Meet Organizing Committee, Zone Selection Committee.
 - Attend relevant USA Swimming meetings, workshops and conventions.
3. Membership Term and Selection
 - Elected by the House of Delegates in even years
 - 2-year term
 - Limit: 2 consecutive terms
4. Preferred Expertise
 - Previous role on the Board for at least two years
 - Detail oriented
 - Effective communicator
 - Managerial experience



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SENIOR VICE CHAIR

1. General duties of all members of the WYSI Board of Directors
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 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. Senior Vice Chair Duties
 - Chair the Senior Committee and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of WYSI.
 - Chair and have general charge of the affairs and property of the division that develops, coordinates and conducts a swimming program for all levels of swimming in the Territory, including the development of long-range plans for swimming programs.
 - Serve as the liaison to the Athlete Board Representatives, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the Bylaws.
 - Serve as Senior Zones Head Coach.
 - Member of the Meet Organizing Committee, Zone Selection Committee, Hansen Award Committee
3. Membership Term and Selection
 - Elected by the House of Delegates in odd years
 - 2-year term
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4. Preferred Expertise
 - Experience coaching senior level athletes
 - Experience coaching at senior level out of LSC meets



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AGE GROUP VICE CHAIR

1. **General duties of all members of the WYSI Board of Directors**

- Participate in all meetings of the House of Delegates and Board of Directors.
- Provide outstanding leadership for the entire Wyoming Swimming community.
- Support and promote the LSC vision, mission and core values.
- Act with integrity.
- Communicate with respect.
- Pursue excellence for Wyoming Swimming.

2. **Age Group Vice Chair Duties**

- Chair the Age Group Committee and have general charge of the affairs and property of the Division or committee that develops and conducts the age group swimming program of WYSI.
- Chair and have general charge of the affairs and property of the division that coordinates and facilitates the conduct of all swimming programs for WYSI including the awarding of meet sponsorships to Club Members, facilities and equipment rentals and meet management for all swimming meets sponsored by WYSI.
- Coordinate all LSC zones function; including, but not limited to gear, accommodations, meals, entries, and transportation.
- Coordinate other elite meet travel as necessary.
- Open water events.
- Assist in the approval of sanctions, as needed, especially for unconventional meet formats.
- Member of committees such as the Hansen Award Committee, the Meet Organizing Committee, Zone Selection Committee and others as assigned to the position of Age Group Vice Chair.

3. **Membership Term and Selection**

- Elected by the House of Delegates in odd years
- 2-year term
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4. **Preferred Experience and Expertise**

- Experience coaching age group swimmers



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FINANCE VICE-CHAIR

1. General duties of all members of the WYSI Board of Directors

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- Provide outstanding leadership for the entire Wyoming Swimming community.
- Support and promote the LSC vision, mission and core values.
- Act with integrity.
- Communicate with respect.
- Pursue excellence for Wyoming Swimming.

2. Finance Vice Chair Duties

- Chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Wyoming Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for Wyoming Swimming.
- Chair the WYSI Finance Committee.
- 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 for the fiscal year to date, together with such other items as the Finance Committee, General Chair or Board of Directors may direct.
- 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, audit report and any other federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with the Wyoming Swimming By-laws and as otherwise directed by USA Swimming.
- Cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates.
- Be responsible, together with the Treasurer, for Wyoming Swimming's compliance with Section 7.4.2.

3. Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
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4. Preferred Expertise

- Financial management experience
- QuickBooks experience



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TREASURER

1. General duties of all members of the WYSI Board of Directors

- Participate in all meetings of the House of Delegates and Board of Directors.
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- Act with integrity.
- Communicate with respect.
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2. Treasurer Duties

- Be the principal receiving and disbursing officer of WYSI.
- Shall receive, or direct another to receive, all moneys, incomes, fees and other receipts of WYSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid (Except as otherwise directed by the Board of Directors,).
- With the assistance of the Finance Committee, shall prepare an annual budget for WYSI's operations and present the budget for approval by the Board of Directors and the House of Delegates.
- Be a member of the Finance Committee.
- 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 for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.
- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of WYSI.
- Cause the moneys, securities and other financial instruments of WYSI to be deposited in the name and to the credit of WYSI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Board of Directors may direct.
- Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts.
- Cause the funds of WYSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of WYSI, and obtain and preserve proper vouchers for all moneys disbursed;
- 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 shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for WYSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer.
- 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 quarterly financial reports and the annual audited financial statement to be exhibited to any member of WYSI or USA Swimming.



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- Cause WYSI to be in compliance with the requirements of Section 8.
 - Have the power to require from the officers, committee chairs, coordinators, or agents of WYSI 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 WYSI.
 - Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of WYSI 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 these Bylaws and as otherwise directed by USA Swimming.
 - Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof.
 - Perform all the other duties incident to the corporate treasury function.
 - Cause to be conducted and engage in the audit and/or agreed upon procedures engagement as required.
 - Distribute compensation, stipends and reimbursements for WYSI employees, members and volunteers in accordance with WYSI policy.
3. Membership Term and Selection
- Elected by the House of Delegates in even years
 - 2-year term
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4. Preferred Experience and Expertise
- A basic understanding of accounting and finance functions
 - An understanding of QuickBooks, or the willingness to use outside resources.



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SECRETARY

1. General duties of all members of the WYSI Board of Directors
 - Participate in all meetings of the House of Delegates and Board of Directors.
 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. Secretary Duties
 - Cause the minutes of all Board and Executive Committee meetings and proceedings to be recorded.
 - Cause notice of all meetings to be given.
 - Sign correspondence on behalf of the Board.
 - Have all other powers assigned by the Board, the Chair, or these policies.
 - Distribute meeting minutes in accordance with WYSI policy.
 - Prior to scheduled BOD and HOD meetings, send the previous meeting minutes, agenda and appropriate documents to all BOD and HOD members and post on the website.
3. Membership Term and Selection
 - Elected by the House of Delegates in even years
 - 2-year term
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4. Preferred Experience and Expertise
 - Proficient in Microsoft Office
 - Detail oriented



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OFFICIALS CHAIR

1. General duties of all members of the WYSI Board of Directors
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 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. Officials' Chair Duties
 - Chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for WYSI.
 - Serve as a liaison between WYSI officials and the WYSI BOD.
 - Assist in collecting nominations for WYSI Official of the Year.
 - Prepare the 2 (short & long course) State Meet Sanctions.
 - Prepare and submit any OQM applications.
 - Attend any Western Zones or National Officials Meetings (Held Quarterly).
3. Membership Term and Selection
 - Elected by the House of Delegates in odd years
 - 2-year term
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4. Preferred Experience and Expertise
 - Referee certified by WYSI



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COACH REPRESENTATIVE

1. General duties of all members of the WYSI Board of Directors
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 - Provide outstanding leadership for the entire Wyoming Swimming community.
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 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. Coach Representative Duties
 - Serve as a liaison between the coaches who are members of WYSI and the Board of Directors and House of Delegates
 - Serve as LSC Age Group zones coach when available.
 - Collect nominations for WYSI Coach of the Year during the LSC Summer Championship meet.
 - Run Coaches' Committee meetings and bring feedback back to the Board of Directors.
 - Member of the Hansen Award Committee.
3. Membership Term and Selection
 - Elected by the House of Delegates in even years
 - 2-year term
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4. Preferred Experience and Expertise
 - WYSI registered coach in good standing



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ATHLETE BOARD REPRESENTATIVES

1. General duties of all members of the WYSI Board of Directors
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 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
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2. Athlete Representative Duties
 - Serve as the liaison between the athletes who are members of WYSI and the Board of Directors and House of Delegates.
 - Attend USA Swimming Workshops if available.
 - Collect nominations for Male and Female Athlete of the Year during the LSC Summer Championship meet.
 - Collect nominations for Junior Athlete Board Representative prior to the LSC Winter Championship meet.
 - Host athlete meetings when deemed appropriate by WYSI Board of Directors.
 - Chair Athlete's Committee (Senior Athlete Representative).
 - Run WYSI athlete social media accounts.
 - Member of the Meet Organizing Committee if assigned.
 - Member of the Hansen Award Committee (Senior Rep).
3. Membership Term and Selection
 - Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Board Representative, or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs. The Athlete Board Representatives elected shall be determined by a majority of the athletes 13 years and older present and voting at the meeting.
 - 2-year term
4. Required Experience and Expertise
 - At the time of election, the Athlete Board Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by WYSI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).



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DIVERSITY EQUITY AND INCLUSION CHAIR

1. General duties of all members of the WYSI Board of Directors
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 - Provide outstanding leadership for the entire Wyoming Swimming community.
 - Support and promote the LSC vision, mission and core values.
 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. DEI Chair Duties
 - Have general charge of the affairs and property of the Division that develops and conducts diversity and inclusion, disability and adapted swimming programs.
 - Help develop and implement strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership and within Wyoming Swimming in accordance with USA Swimming Rules and guidelines.
 - Serve as a voice for Wyoming Swimming's under-represented populations and promote inclusion and increase diversity, equity and inclusion in the sport of swimming.
 - Attend monthly Western Zone DEI meetings.
3. Membership Term and Selection
 - Elected by the House of Delegates in even years
 - 2-year term
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4. Preferred Experience and Expertise
 - Connections to under-represented community populations



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SAFE SPORT COORDINATOR

1. General duties of all members of the WYSI Board of Directors

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2. Safe Sport Chair Duties

- Be responsible for the implementation and coordination of, and serve as the Wyoming Swimming liaison for the Safe Sport Program established by USA Swimming.
- Work 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 Wyoming Swimming.
- Serve as the primary contact for Wyoming Swimming to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming.
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Minor Athlete Abuse Prevention Policy (MAAPP) directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices.
- Serve as an information resource for Wyoming Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources.
- Receive feedback and suggestions on the Safe Sport policies and programs from the Wyoming Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff.
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

3. Membership Term and Selection

- Elected by the House of Delegates in odd years.
- 2-year term
- Limit: 2 consecutive terms

4. Preferred Experience and Expertise

- Be age 16 or older at time of taking office



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ATHLETE AT-LARGE

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 - Act with integrity.
 - Communicate with respect.
 - Pursue excellence for Wyoming Swimming.
2. Athlete At-Larger Duties
 - Serve on the Athletes Committee.
 - Have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates.
3. Membership Term and Selection
 - One At-Large Athlete Board member shall be elected along with the Junior Athlete Board Representative at the winter championship meet. At-Large Athlete Board Members shall be appointed by the General Chair from those athletes who turned in applications to the Senior Athlete Board Representative during the athlete elections.
 - 2-year term
 - Limit: 2 consecutive terms
5. Required Experience and Expertise
 - At the time of appointment, the Athlete Board Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by WYSI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).



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OPERATIONAL RISK COORDINATOR

(Non-Board position)

1. Operational Risk Coordinator Duties
 - Be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all group members, athletes, coaches and officials of Wyoming Swimming.
 - Develop safety education programs and policies for Wyoming Swimming and make recommendations regarding such programs and policies, and the implementation thereof, to the Administrative Vice-Chair and the Board of Directors.
 - Submit the reports required.
2. Membership Term and Selection
 - Elected by the House of Delegates in even years.
 - 2-year term
 - Limit: No consecutive terms limit
3. Preferred Experience and Expertise



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OFFICE COORDINATOR

(Non-Board position)

1. Office Coordinator Duties

- Coordinate with WYSI Board and USA Swimming in correspondence regarding membership and registration.
- Process transfers in accordance with WYSI policy
- Assist in the preparation of the reports required by USA Swimming, the Board of Directors or the Administrative Vice-Chair.
- Attend monthly USA Swimming LSC Leaders, Times, OMR meetings.
- Sanction meets
- Process meet reconciliations
- Collect the participation fees and prepare bank deposits.
- Post meet info to the website and SWIMS.

2. Selection and position

- Vetted and hired by the Governance Committee
- Under the day to day supervision of the Administrative Vice Chair

3. Preferred Experience and Expertise

- Good communication skills
- Customer Service Experience
- Familiarity with Hy-tek and Team Unify software
- Proficient in Microsoft Office



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NATIONAL TIMES VERIFICATION COORDINATOR

(Non-Board position)

1. NTV Coordinator Duties
 - Prepare monthly Top Times reports.
 - Verify and post new WYSI LSC records.
 - Help in preparation of athlete recognition certificates.
 - Attend monthly USA Swimming Times, OMR meetings.
2. Membership Term and Selection
 - Elected by the House of Delegates in even years
 - 2-year term
 - Limit: 2 consecutive terms
3. Preferred Experience and Expertise
 - Hytek experience a must