



Job Descriptions for the SCS Board – Odd Years

Admin Vice-Chair

Description

The SCS Admin Vice-Chair is the head of the Administrative Division.

Elected: Odd Years to a 2-year term by the House of Delegates at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Must be a current member of SCS, in good standing
- Should have experience as a board member
- Should have working knowledge of Robert's Rules of Order
- Should have experience as a manager
- Must have served in a leadership position of one the geo committees and/or LSC committee for the least three (3) of the preceding five (5) years
- Competence to adapt to changing situations in the sport, resolving issues promptly.
- Aptitude to balance the needs of all stakeholders, athletes, coaches, officials, parents, and community members, and generate a spirit of collaboration and commitment.
- Ability to inspire others by demonstrating integrity and passion for the sport with a commitment to keeping children water safe during practices and competitions
- Knowledgeable and respectful of Southern California Swimming's mission, vision, charter, and bylaws
- Serves as a committee participant at the discretion of the General Chair

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the LSC bylaws, the Administrative Vice-Chair shall:

- Serve as a member of the SCS Executive Committee

- Attend and participate in all LSC board meetings. Ensure membership needs are addressed and aligned with the LSC's mission, vision, bylaws, policies, and programs.
- Serve as Acting General Chair in the event of the General Chair's incapacity or vacancy
- Conduct meetings in the absence of the General Chair
- Have signatory authority for SCS
- Monitor swim meet sanctions approvals conducted by the SCS office staff.

Finance Vice-Chair

Description

The SCS Finance Vice-Chair is the Chair of the Finance Committee. To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of SCS's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates.

Elected: Odd Years to a 2-year term by the House of Delegates at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Must be a current member of SCS in good standing
- Ability to explain to the committee the financial health of the LSC, creating quarterly updates.
- Ability to audit/monitor the treasurer's report.
- Must be a member in good standing in the LSC for the preceding five (5) years or equivalent experience working with non-profits or must have served in a leadership position of one of the Geo Committee and/or LSC committee for at least three (3) of the preceding five (5) years
- Must know the LSC's mission, vision, charter, bylaws, and policies
- Competence to adapt to changing situations in the sport, resolving issues promptly.
- Aptitude to balance the needs of all stakeholders, athletes, coaches, officials, parents, and community members, and generate a spirit of collaboration and commitment.
- Ability to inspire others by demonstrating integrity and passion for the sport with a commitment to keeping children water safe during practices and competitions.
- Knowledgeable and respectful of Southern California Swimming's Charter and By-Laws.
- Serves as a committee participant at the discretion of the General Chair.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the LSC bylaws, the Finance Vice-Chair shall:

- Serve as Chair of the Finance Committee
- Serve a member of the SCS Executive Committee
- Attend and participate in all LSC board meetings
- Ensure membership needs are addressed aligned with the LSC's mission, vision, bylaws, policies, and programs.
- Serve as the Chief Financial Officer for SCS
- Prepares and recommends the annual budget to the LSC
- Oversees the annual audit process and reports back to the board

- Develops and presents annual budget to Finance Committee and board for review
- Have signatory authority for SCS
- Oversees the annual audit

Age Group Vice-Chair

Description

The SCS Age Group Vice-Chair serves a 2-year term and is elected in the odd-year for by the House of Delegates. The Age Group Vice-Chair is the Chair of the Age Group Committee.

Elected: Odd Years to a 2-year term by the House of Delegates at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Must be a current member of SCS, in good standing
- Should have served on the Geo Committee or the LSC Committee
- May be a Coach or other member in good standing in the LSC for the preceding five (5) years
- Must have served in a leadership position of one of the geo committees and/or LSC committee for at least three (3) of the preceding five (5) years
- Must know the LSC's mission, vision, bylaws, and policies
- Competence to adapt to changing situations in the sport, resolving issues promptly.
- Aptitude to balance the needs of all stakeholders, athletes, coaches, officials, parents, and community members, and generate a spirit of collaboration and commitment.
- Ability to inspire others by demonstrating integrity and passion for the sport with a commitment to keeping children water safe and safety during practices and competitions.
- Knowledgeable and respectful of Southern California Swimming's Charter, Mission, Vision, and By-Laws.
- Serves as a committee participant at the discretion of the General Chair.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the LSC bylaws, the Age-Group Vice-Chair shall:

- Serve as Chair of the Age-Group Committee
- Serve as a member of the SCS Executive Committee
- Attend and participate in all LSC board meetings
- Ensure the LSC's mission, vision, and bylaws/policies, programs, and needs are addressed through various programs
- Ensure and maintain equitable opportunities for all swimmers, from novice to elite
- With the Coaches Reps to develop the selection process for "Age-Group Coach of the Year"
- Provide recommendations to the HOD/BOD to help improve age-group swimming in SCS

Safe-Sport Committee Chair

Description

The SCS Safe-Sport Committee Chair is the Chair of the Safe Sport Committee. The Safe-Sport Committee Chair oversees and implements programs and policies to ensure a safe environment for members, especially athlete members.

Elected: Odd Years to a 2-year term by the House of Delegates at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Must be a current member of SCS, in good standing
- Must know current Safe Sport policies and programs
- Must have previous experience with Safe Sport and be involved at the Geo Committee level
- Must be committed to providing an environment free of abuse and bullying in CA
- Must be a Coach or other member in good standing in the LSC for the preceding five (5) years
- Must have served in a leadership position of one of the Geo Committee and/or LSC committee for at least three (3) of the preceding five (5) years
- Must know the LSC's Mission, Vision, Bylaws, and Policies
- Competence to adapt to changing situations in the sport, resolving issues promptly.
- Aptitude to balance the needs of all stakeholders, athletes, coaches, officials, parents, and community members, and generate a spirit of collaboration and commitment.
- Ability to inspire others by demonstrating integrity and passion for the sport with a commitment to keeping children water safe and safety during practices and competitions.
- Knowledgeable and respectful of Southern California Swimming's Charter and By-Laws.
- Serves as a committee participant at the discretion of the General Chair.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the LSC bylaws, the Safe-Sport Committee Chair shall:

- Serve as Chair of the Safe-Sport Committee
- Provide regular communications and updates to all coaches, officials, swimmers, and members of the Safe Sport Policies
- Attend and participate in all LSC board meetings
- Conduct regular training with the Geo Committee Safe Sport Chairs

- Ensure the LSC's mission, vision, and bylaws/policies, programs, and needs are addressed through various programs
- Implement MAAPP and anti-bullying policies
- Plan, implement, and coordinate USA Swimming's commitment to safeguard the physical, mental, and emotional well-being of all of its members

Disability, Diversity, Equity & Inclusion Committee Chair

Description

The SCS DEI Committee Chair is the Chair of the DEI Committee and is a voice for and addresses issues related to under-represented communities of USA Swimming. The DEI Committee Chair plans and executes the annual CA DEI Camp.

Elected: Odd Years to a 2-year term by the House of Delegates at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Must be a current member of SCS, in good standing
- Should have experience planning, attending, and working at SCS, Zone, and or National Disability or DEI Camps
- Should have served as Geo DDEI Committee Chair for at least 2 years
- Must have an understanding of the issues facing under-represented and under-served socio-economic communities of USA Swimming
- Must be committed to providing opportunities for under-represented athletes and under-served socio-economic communities of USA Swimming
- Must be knowledgeable of outreach and membership levels
- Must be a Coach or other member in good standing in the LSC for the preceding five (5) years
- Must have served in a leadership position of one of the Geo Committees and/or LSC committee for at least three (3) of the preceding five (5) years
- Must know the LSC's Mission, Vision, Bylaws, and Policies
- Competence to adapt to changing situations in the sport, resolving issues promptly.
- Aptitude to balance the needs of all stakeholders, athletes, coaches, officials, parents, and community members, and generate a spirit of collaboration and commitment.
- Ability to inspire others by demonstrating integrity and passion for the sport with a commitment to keeping children water safe and safety during practices and competitions.
- Knowledgeable and respectful of Southern California Swimming's Charter and By-Laws.
- Serves as a committee participant at the discretion of the General Chair.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the LSC bylaws, the DEI Committee Chair shall:

- Serve as Chair of the DDEI Committee
- Proactively communicate and recruit outreach participants
- Have an active presence on Social Media about SCS DDEI

- Maintain a presence at swim meets with DDEI information
- Meet regularly with Geo Committee DDEI Chairs and Athlete representatives
- Attend and participate in all LSC board meetings
- Ensure the LSC's mission, vision, and bylaws/policies, programs, and needs are addressed through various programs
- Plan and execute the annual SCS DDEI camp
- Participate in Zone DEI meetings
- Assist SCS in creating a culture of inclusion, equity, and opportunity for people of diverse ethnic and socio-economic backgrounds

Officials Committee Chair

Description

The SCS Officials Committee Chair serves a 2-year term and is elected in the odd-year for by the House of Delegates. The Officials Committee Chair is the Chair of the Officials Committee. The Officials Committee Chair is the liaison between SCS officials and the Board of Directors.

Elected: Odd Years to a 2-year term by the House of Delegates at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Must be a current Senior Official member of SCS (N2 certification), in good standing
- Must know current Swimming Rules and Regulations
- Must have experience officiating at LSC Championship-level meets
- Must be a member in good standing in the LSC for the preceding five (5) years
- Must have served in a leadership position of one of the Geo Committees and/or LSC committee for at least three (3) of the preceding five (5) years and the Geo Committee's Officials Chair for at least three (3) years
- Must know the LSC's Mission, Vision, Bylaws, and Policies
- Competence to adapt to changing situations in the sport, resolving issues promptly.
- Aptitude to balance the needs of all stakeholders, athletes, coaches, officials, parents, and community members, and generate a spirit of collaboration and commitment.
- Ability to inspire others by demonstrating integrity and passion for the sport with a commitment to keeping children water safe and safety during practices and competitions.
- Knowledgeable and respectful of Southern California Swimming's Charter and By-Laws.
- Serves as a committee participant at the discretion of the General Chair.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the LSC bylaws, the Officials Committee Chair shall:

- Serve as Chair of the SCS Officials Committee
- Attend and participate in all LSC board meetings
- Provide regular communications to all SCS officials and coaches
- Ensure all officials have equitable opportunities to officiate on a consistent and fair basis
- Conduct periodic reviews with officials
- Know the LSC's mission, bylaws/ policies, programs, and needs
- Regularly officiate at meets in SCS