

## **Finance Vice-Chair (Even Years)**

### **Description**

The CA Finance Vice-Chair is the Chair of the Finance 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 CA, in good standing

### **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 CA Executive Committee
- Attend and participate in all LSC board meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- Serve as the Chief Financial Officer for CA
- Prepares and recommends the annual budget to the LSC
- Have signatory authority for CA
- Oversees the annual audit

## **Senior Vice-Chair (Even Years)**

### **Description**

The Senior Vice-Chair shall chair and have general charge of the affairs of the committee that develops and conducts the senior swimming program of SCS to include meet management of all senior swimming meets and events. The Senior Vice-Chair serves as liaison to the Athlete Representative Committee.

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

Term Limit: 2 consecutive terms

### **Qualifications**

- Recommended prerequisite of previous service of at least one term as a Geographic Committee Senior Representative.
- Recommended only Non-Athlete Coach Members shall be eligible to serve as Senior Vice-Chair.
- Only individual members of SCS in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.
- Must know the LSC's Mission/Bylaws/Policies.
- Possess an understanding of the international calendar of major competitions.
- Possess an understanding of the US Senior Competition model including:
  - National Championship events, Senior Series Pro events, Trial events, World Cup events, National Open Water events.
- Possess a comprehensive understanding of the Regional Competition model including:
  - Local and Regional competitions
  - CA/NV Western Zones competition
  - Gold Sectionals competition
  - Senior Zone competition
- Serve on the Gold Sectional Committee composed of senior chairs and general chairs of the Western Zone

- Possess an understanding of participation in SCS Senior events including:
  - SMOC, Grand Challenge, LAI, Senior Race Series, and SCS Senior Meets
- Possess an understanding of relationship between Senior Swimming and the age group program, including the various crossover events.

### **Responsibilities**

In addition to the duties and responsibilities listed in the LSC Bylaws, the Senior Vice-Chair shall:

- Serve as the Chair of the Senior Division.
- Serve as a member of the Executive Committee.
- Serve as a member of the Planning Committee, including developing Senior Events, both wet and dry
- Coordinate with the planning chair to develop an annual calendar plan allowing for progression from the cross-over age group events all the way through Trial events
- Attend the USAS National Convention

## **Coach Representative (Even Years)**

### **Description**

The Coach Representative is the chair of the Coaches Division. The Coach Representative is a member of the SCS Executive Committee and serves on various committees to voice the coaches' perspective. They also serve as a liaison to the Geographical Committee Coach Representatives. The Coach Representative is elected at the conclusion of the annual SCS House of Delegates by the coach members present and voting.

Elected: Even Years to a 2-year term at the conclusion of the annual HOD Meeting by a vote of Coach Members present and voting

Term Limit: 2 consecutive terms

### **Qualifications**

- Must be a Coach 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/Bylaws/Policies

### **Responsibilities**

In addition to the duties and responsibilities listed in Article 5.6 of the LSC bylaws, the Coach Representative shall:

- Serve as a member of the Executive Committee
- Serve as Chair of the Coaches Division
- Represent the coach members of the LSC in the House of Delegates and on the Board of Directors
- Attend and participate in all board meetings
- Know the LSC's mission, policies, programs, and needs
- Read and understand the LSC's financial statements
- Serve on the LSC Planning Committee and Finance Committee
- Regularly communicate with and serve as a liaison to the Geographical Committee Coach representatives
- Assist in selecting the Coaching staff for LSC All-Star Teams and Zone Teams
- Conduct annual election to determine Coach(es) of the Year to be voted on prior to the annual House of Delegates

- Fall Clinic coordination with the Athletes and Officials

## **Secretary (Even Years)**

### **Description**

The SCS Secretary serves as the communication link between the SCS Executive Board and the general membership. The Secretary sends notice of upcoming LSC meetings to SCS membership, attends all LSC Executive Board and general board meetings, is responsible for taking/transcribing/submitting minutes of these meetings, and work with Exec Director and/or General Chair to assist in any clerical or communication needs of the LSC.

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

Term Limit: None

### **Qualifications**

- Only individual members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term.
- Has been a member of SCS for the preceding two (2) years
- Must have served as secretary for their Geo Committee or LSC for one term, or equal experience for a different organization(s) for a minimum of 2 years
- Must have computer/keyboarding skills
- Must have working knowledge/experience using whichever online meeting platform is being used for the LSC meetings
- Must have experience in meeting format (knowledge of bylaws, Roberts Rules)
- Must know the LSC's Mission/Bylaws/Policies

### **Responsibilities**

In addition to the duties and responsibilities listed in Article 5.6 of the LSC bylaws, the Secretary shall:

- Serve as a voting member of the Executive Committee
- Attend and participate in all LSC Executive Board, and general board meetings
- Responsible for taking/transcribing/submitting minutes of LSC and Exec board meetings
- Send notice of upcoming LSC meetings to SCS membership
- Work with Exec Director and/or General Chair to assist in any clerical or communication needs of the LSC
- Set up online elections and Zoom meetings
- Responsible for vote tabulation system at LSC meetings
- Compile election results
- Must have experience in meeting format (knowledge of bylaws, Roberts Rules)

## **Treasurer (Even Years)**

### **Description**

The Treasurer shall be the principal officer responsible for overseeing all the organization's finances and budget. The Treasurer provides the information needed for all board members to make financial decisions for the LSC. Ideally, the treasurer has a strong working relationship with the BOD, particularly the Finance Committee. The Treasurer oversees the organization's leadership in the areas of money management and compliance.

Additionally, the Treasurer shall oversee the daily financial affairs of the LSC Office Staff which is responsible for receiving all moneys, incomes, fees, and other receipts of SCS, and pay all bills, salaries, expenses and other disbursements. LSC Office Staff responsibilities include Executive Director (Accounts Payable), Office Assistant (Accounts Receivable); External Consultant (Monthly Reconciliation and account audit).

Elected: Even Years to a 2-year term by the House of Delegates at the annual HOD Meeting  
Term Limit: None

### **Qualifications**

- Must be a current member of CA, in good standing
- This leadership role requires the treasurer to be knowledgeable about standard financial and accounting practices for nonprofit organizations, including being cognizant of California NPO law.
- Recommended the treasurer be a Certified Public Accountant.
- Only individual members of SCS in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.
- The Treasurer Office may not be held jointly by two individuals.
- The Treasurer Office may not be combined with any other office.
- Must know the LSC's Mission/Bylaws/ Policies

### **Responsibilities**

In addition to the duties and responsibilities listed in the LSC bylaws, the Treasurer shall:

- Oversee the organization's Financial Administration.
- Oversees and reviews the annual audit process.
- Works with the Finance Chair to deliver accurate and complete financial reports to the board on a regular basis.
- Review and Enforce Financial Policies and Procedures.
- Ensures that all members of the board fully understand the financial matters of the LSC and receive reliable and timely information regarding those matters.
- Align all financial transactions with the mission, goals, bylaws, and legal requirements of the LSC.
- Follows all legal and ethical requirements for the position.
- Develop an annual budget for SCS and present it to the Board of Directors and House of Delegates for approval.
- With the Executive Board of Directors approval, engage an outside CPA for preparation of annual tax returns.
- Monitor the financial activities of SCS in relation to its budget.
- Ensure compliance with USA Swimming financial reporting requirements.
- Review and make recommendations of major expenditures when requested to do so by the Board of Directors.
- The Treasurer may not delegate duties without the consent of the Board of Directors.
- The Treasurer may have signature authority as determined by the Finance Vice- Chair or the BOD.
- The Treasurer is a member of the Finance Committee.
- The Treasurer is not a member of the Executive Committee.

## **Planning Vice-Chair (Even Years)**

### **Description**

The Planning Vice-Chair serves as a conduit between the SCS Age Group and Senior Committees, collaborates with the SCS Age Group chair and Senior chair to create the SCS calendars, prepares and distributes the bid packets for SCS meets, and runs the annual SCS bid meeting. The Planning Vice-Chair is also responsible for running the annual SCS Planning meeting.

Elected: Even 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 coach member of SCS, in good standing
- Must have been a coach member of SCS for the preceding three (3) years
- Must have served as:
  - Two (2) of the following SCS Geo Committee positions: Age Group Vice-Chair, Senior Vice-Chair, Coaches' Rep or Program Vice-Chair
  - OR
  - One (1) of the following LSC Board positions: SCS Age Group Vice-Chair, SCS Senior Vice-Chair, or SCS Coaches' Rep
- Must have experience coaching both age group and senior athletes (must submit resume with experience and years served)
- Must have a global understanding of the National calendar/program
- Must have an understanding of the SCS Senior and SCS Age Group programs
- Must know the LSC's Mission/Bylaws/Policies

### **Responsibilities**

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

- Serve as a member of the Executive Committee
- Serve as Chair of the Planning Committee (1)
- Serve as a conduit between LSC Age Group and Senior Chairs/Committees
- Attend and participate in all LSC board meetings
- Know the LSC's Mission/Bylaws/Policies, programs, and needs
- Collaborate with the Age Group and Senior Chairs to create the LSC program calendar for both the Age Group and Senior programs
- Collaborate with the Board of Directors to create bid packet for LSC meets (includes but not limited to: meet date(s), course, format  
(ie: H/F, A/B/C finals, timed finals, etc), time standards being used, size limitations/caps, and social distancing standards
- Annual and Quad Planning

## **Open Water Committee Chair (Even Years)**

### **Description**

### **Qualifications**

### **Responsibilities**

## **General Chair (Odd years)**

### **Description**

The CA General Chair is responsible for the overall administration and management of CA. The General Chair is the Chair of the Board of Directors. The General Chair presides at all board meetings and executive committee meetings. The General Chair is responsible to ensure board directives and policies are carried out.

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

### **Qualifications**

- Must be a current member of CA, in good standing
- Should have experience as a board member
- Should have knowledge of Robert's Rules of Order
- Should have experience as a manager
- Should have a number of years with Southern California Swimming

### **Responsibilities**

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

- Serve as Chair of the Board of Directors
- Be a member of the Executive Committee
- Preside at all Board of Directors and Executive Committee meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- Calls special Board of Director and/or House of Delegate meetings
- Have signature authority to sign documents on behalf of CA
- Appoint vacancies to the Board of Directors
- Appoint At-Large Athlete Board Members
- Appoint At-Large House of Delegate Members
- Appoint members to the Finance Committee
- Appoint members to the Governance Committee
- Appoint members to the Nominating Committee
- Appoint Committee Chair/Coordinators

## **Admin Vice-Chair (Odd Years)**

### **Description**

The CA Admin 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 CA, in good standing
- Should have experience as a board member
- Should have knowledge of Robert's Rules of Order
- Should have experience as a manager
- Should have a number of years with Southern California Swimming

### **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 a member of the CA Executive Committee

- Attend and participate in all LSC board meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- 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 CA
- Approve meet sanctions

## **Athlete Representatives (one each year)**

### **Description**

An Athlete Rep. is someone who others can come to with any ideas, problems, or questions they may have. They should be active participants during LSC, Committee, and Athlete meetings and discussions by attending and properly using their voice to communicate with others. Along with this, they should work together with other athlete reps. to help expand the sport of swimming and become leaders that encourage others to follow in the pursuit of excellence.

Elected: 1 per year to a 2-year term by a vote of the Club Athlete Representatives  
Term Limit: 2 consecutive terms

### **Qualifications**

- Age 14+ years or at least a freshman in high school.
- An athlete must be a registered member of USA Swimming and Southern California Swimming.
- Must be an athlete of good standing.
- An athlete must maintain an unweighted GPA of 3.0 or higher.
  - The LSC Sr. Rep will conduct GPA check-ins at the end of each semester throughout the school year. This information will remain confidential, and the Sr. Rep is not permitted to share this information with a third party.
  - If the athlete does not meet the specified GPA, the athlete must maintain or improve the GPA they had when first joined the Athlete Committee.
  - If an athlete is not able to maintain or improve their GPA, the athlete must meet with their Geo. Committee Reps and the LSC Reps to address the situation and determine a solution moving forward. If they are not able to find a solution, the athlete may be subject to vacancy.
  - If it is agreed upon by the Geo. Committee Reps, the LSC Reps, and the athlete subject to vacancy to leave their position on the Athlete Committee. The Athlete Committee members will nominate and appoint a replacement from the same Geo. Committee as the vacated athlete.
- Must participate and be active in athlete functions, calls, and meetings. (ie. Athlete Committee calls, HOD, BOD, Geo. Committee meetings)
  - If an athlete misses three consecutive meetings, they must meet with their Geo. Committee Reps and the LSC Reps to address the situation and determine a solution moving forward. If they are not able to find a solution, the athlete may be subject to vacancy.
  - If it is agreed upon by the Geo. Committee Reps, the LSC Reps, and the athlete subject to vacancy to leave their position on the Athlete Committee. The Athlete Committee members will nominate and appoint a replacement from the same Geo. Committee as the vacated athlete.
- Communicate regularly with other members on your committee, other athlete representatives, and athletes on your team and in your LSC
  - Respond to all communications within 24-48 hours.
  - Don't forget to check all channels of communication.
  - Attend events for the Athlete Committee.
- Be professional
  - Attend each meeting, or communicate in advance if you can't make it
  - Respect and listen to the opinions of others, even if you disagree
  - Avoid rehashing points that have already been made.

### **Got Questions?**

- For any questions specific to your committee, your primary point of contact should be your committee chair and members.

- You are also welcomed to contact: the LSC Sr. Rep with other questions.
- Other Athlete Committee members and Geo. Committee Reps are also experienced athletes to reach out to as well.

**Electronic Communication/MAAPP guidelines:**

- When communicating with your fellow athlete representatives individually (texting, emailing, etc), please be cognizant of MAAPP guidelines:
  - If an adult athlete rep. with authority over minor athletes communicates with an individual minor athlete rep. via electronic communication (email, text, direct message, etc), a guardian must be copied.
  - If an adult athlete rep. with authority over minor athletes sends a group electronic communication to minor athlete reps., at least one other adult must always be copied.
  - Electronic communication may only be sent to minor athlete reps. between the hours of 8:00 a.m. to 8:00 p.m.

## **Age Group Vice-Chair (Odd Years)**

### **Description**

The CA 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 CA, in good standing
- Should have served on Geo Committee or LSC committee

### **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 a member of the CA Executive Committee
- Attend and participate in all LSC board meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- With the Coaches Rep to develop selection process for "Age-Group Coach of the Year"
- Provide recommendations to the HOD/BOD to help improve age-group swimming in CA

## **Safe-Sport Committee Chair (Odd Years)**

### **Description**

The CA 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 CA, in good standing
- Must have knowledge of current Safe Sport policies and programs
- Must be committed to providing an environment free of abuse and bullying in CA

### **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
- Attend and participate in all LSC board meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- 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

## **Diversity, Equity & Inclusion Committee Chair (Odd Years)**

### **Description**

The CA 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 CA, in good standing
- Should have experience coaching at CA DEI Camp
- Should have experience coaching at Zone or National DEI Camp
- Must have an understanding of the issues facing under-represented communities of USA Swimming
- Must be committed to providing opportunities for under-represented athletes of USA Swimming

### **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 DEI Committee
- Attend and participate in all LSC board meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- Plan and execute annual CA DEI camp
- Participate in Zone DEI meetings
- Assist CA in creating a culture of inclusion and opportunity for people of diverse backgrounds

## **Officials Committee Chair (Odd Years)**

### **Description**

The CA 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 CA 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 Official member of CA, in good standing
- Must have knowledge of current Swimming Rules and Regulations
- Should have experience officiating at LSC Championship level meets

### **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 Officials Committee
- Attend and participate in all LSC board meetings
- Know the LSC's mission, bylaws/policies, programs, and needs
- Regularly officiate at meets in CA

## **Administrative Review Board**

### **Description**

The Administrative Review Board will hear complaints and appeals regarding administrative matters within Southern California Swimming.

Elected: Biennially to a 2-year term by the House of Delegates at the annual HOD Meeting  
Term Limit: 2 consecutive terms

### **Qualifications & Responsibilities**

The Members of the Administrative Review Board members should have the ability to:

- Administer and conduct the affairs and achieve the purposes of the Administrative Review Board.
- Establish policies, procedures, and guidelines.
- Elect the Chair of the Administrative Review Board from among its members.
- Call regular or special meetings of the Administrative Review Board.
- Retain attorneys, agents and independent contractors and employ those persons who the Administrative Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its affairs.
- Take such action as may otherwise be appropriate, necessary or helpful in the administration and conduct of its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.
- Only individual members of SCS in good standing shall be eligible to hold office and must maintain their eligibility throughout their term in office
- Must know the LSC's Mission/Bylaws/Policies









