



SCS BOARD JOB DESCRIPTIONS – EVEN YEARS

General Chair

Description

The SCS General Chair is responsible for the overall administration and management of SCS. 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: Even Years to a 2-year term by the at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Shall be a current member of SCS, in good standing.
- Should have five years experience as a board member and have attended at least two thirds of the Board Meetings.
- Should know and understand Robert's Rules of Order.
- Should have three years of experience as a manager of large cross functional teams.
- Should have a five years experience with Southern California Swimming with three years experience as a board member.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the SCS 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
- Calls special Board of Director and/or House of Delegate meetings
- Have signature authority to sign documents on behalf of SCS
- 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.
- Know Southern California Swimming By-laws, Policies and Procedures, Mission and Vision statements.
- Check in with all Committee Chairs three times a year which may include attendance at committee meetings.



Senior Vice-Chair

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 swim meets and events.

Elected: Even Years to a 2-year term by the 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 and service on the SCS Senior Committee.
- Only individual members of SCS in good standing shall be eligible to hold office and shall maintain their eligibility throughout their term of office.
- Shall know the SCS's Mission/Vision/Bylaws/Policies and Procedures.
- Possess an understanding of the international calendar of major competitions.
- Shall have 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 competitions
 - Gold Sectionals competitions
 - Senior Zone competitions
- Shall have an understanding of participation in SCS Senior Level competition meets including: SMOC, Grand Challenge, LAI, and SCS Senior Meets.
- Shall have an understanding of the relationship between Senior Swimming and the Age Group program, National, Western Zone and other SCSs, including the various crossover events.

Responsibilities

- In addition to the duties and responsibilities listed in the SCS Bylaws and SCS Policies and Procedures, the Senior Vice-Chair shall:
- Serve as the Chair of the Senior Division.
- Serve as a voting member of the Executive Committee.
- Serve as a member of the Planning Committee, including developing Senior Events.
- Serve on the Gold Sectional Committee composed of senior chairs and general chairs of the Western Zone.
- In conjunction with the Planning Chair and Age Group Chair, and Administrative Vice Chair develop an annual calendar plan allowing for progression from the cross-over age group events all the way through Trial events
- Attend the USAS Annual Business Meeting



Coach Representative

Description

The Coach Representative is the chair of the Coaches Committee. The Coach Representative is a member of the SCS Executive Committee and serves on various committees to voice the coaches' perspective. They will also serve as a liaison to the Geographical Committee Coach Representatives. The Coach Representative shall be elected by the coach members present and voting at a meeting, of which the time and date to be announced prior to the annual HOD meeting. The coach members present, and voting will agree by a simple majority.

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

- Shall be an active member of the Coaches Committee and a Coach member in good standing in the SCS for the preceding three (3) years.
- Recommend having served in a leadership position of one of the geo committees and/or SCS committee for at least two (2) years.
- Shall know the SCS's Mission/Vision/Bylaws/Policies and Procedures.

Responsibilities

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

- Serve as a voting member of the Executive Committee.
- Serve as Chair of the Coaches Committee.
- Represent the coach members of the SCS in the House of Delegates and on the Board of Directors.
- Attend and participate in all SCS board meetings.
- Read and understand the SCS's financial statements and financial impact of proposals
- Serve on the SCS 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 SCS 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.
- Coordinate Clinics, workshops and outreach with DDEI.



Secretary

Description

The SCS Secretary serves as the communication link between the SCS Executive Board and the Board of Directors. The Secretary attends all SCS Executive Board and general BOD meetings and is responsible for taking/transcribing/submitting minutes of these meetings. The Secretary shall work with Executive Director and the General Chair to assist in any clerical or communication needs of the SCS.

Elected: Even Years to a 2-year term at the annual HOD Meeting

Term Limit: None [same as Treasurer, no term limit]

Qualifications

- Only individual members in good standing shall be eligible to hold office and shall maintain their eligibility throughout their term.
- Has been a member of SCS for the preceding two (2) years.
- Recommend have served as secretary for their Geo Committee or SCS for one term, or equal experience for a different organization(s) for a minimum of 2 years.
- Shall have computer/keyboarding skills; ability to use Google docs, other software, record and post minutes and other materials.
- Shall have working knowledge/experience using online meeting platform(s) with experience preferred in the platform used for the SCS meetings .
- Shall have experience in meeting format (knowledge of bylaws, Roberts Rules of Order).
- Shall know the SCS's Mission/Bylaws/Policies and Procedures.

Responsibilities

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

- Serve as a voting member of the Executive Committee.
- Attend and participate in all SCS Executive Board meetings, BOD meetings and the annual HOD meeting.
- Responsible for taking/transcribing/submitting minutes of all listed board meetings.
- Send notice of upcoming SCS meetings to the BOD and post on SCS website.
Work with Exec Director and General Chair to assist in any clerical or communication needs of the SCS.
- Set up online elections and virtual meetings.
- Shall maintain an attendance log and report to the General Chair any individual with less than 2/3 board meeting attendance or absent from consecutive meetings.
- Responsible for vote tabulation system at SCS meetings.
- Compile election results .
- Shall have experience in parliamentary procedure (knowledge of bylaws, Roberts Rules of Order).



Treasurer

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 SCS. 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 SCS Office Staff which is responsible for receiving all monies, incomes, fees, and other receipts of SCS, and pay all bills, salaries, expenses and other disbursements. SCS Office Staff responsibilities include Executive Director (Accounts Payable), Office Assistant (Accounts Receivable); External Consultant (Monthly Reconciliation and the annual accounting audit).

Elected: Even Years to a 2-year term at the annual HOD Meeting

Term Limit: None

Qualifications

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 or willingness to learn.

- Recommended the treasurer be a Certified Public Accountant.
- Only individual members of SCS in good standing shall be eligible to hold office and shall maintain their eligibility throughout their term of office.
- The Treasurer position may not be held jointly by two individuals.
- The Treasurer position may not be combined with any other office.
- Shall know the SCS's Mission/Vision/Bylaws/ Policies and Procedures

Responsibilities

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

- Oversee the organization's Financial Administration.
- Working with the Finance Vice Chair, coordinates, oversees and reviews the annual audit process.
- Works with the Finance Chair to deliver accurate and complete financial reports to the board on a monthly basis.
- Review and implement Financial Policies and Procedures.
- In collaboration with the Finance Vice Chair, ensures that all members of the board fully understand the financial matters of the SCS and receive reliable and timely information regarding those matters.
- Align all financial transactions with the mission, vision, bylaws, policies, procedures and legal requirements of the SCS.
- 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, and in coordination with the Finance Vice Chair 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 to 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

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. The Planning Vice-Chair is also responsible for running the annual SCS Planning meeting.

Elected: Even Years to a 2-year term at the annual HOD Meeting

Term Limit: 2 consecutive terms

Qualifications

- Shall be a coach member of SCS, in good standing.
- Shall have been a member of SCS for the preceding three (3) years
 - Recommend 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 SCS Board positions: SCS Age Group Vice-Chair, SCS Senior Vice Chair, or SCS Coaches' Rep
- Shall have experience with all level of swim meets up through National level.
- Shall understand the SCS Senior and SCS Age Group programs.
- Shall know the SCS's Mission/Vision/Bylaws/Policies and Procedures.

Responsibilities

- In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the SCS bylaws, the Planning Vice Chair shall:
- Serve as a member of the Executive Committee.
- Serve as Chair of the Planning Committee.
- Attend and participate in all SCS board meetings.
- Know the SCS's Mission/Vision/Bylaws/Policies/Procedures, and Programs.
- Collaborate with the Age Group and Senior Chairs to create the SCS program calendar for both the Age Group and Senior programs.
- Collaborate with the Board of Directors to create bid packet for SCS meets (includes but not limited to meet date(s), course, format (i.e.: H/F, timed finals, etc), time standards being used, size limitations/caps, and social distancing standards.
- Conduct the Annual and Quadrennium Planning for SCS, coordinate with the USA-S Calendar, USOPC Calendar for the Quadrennium and the Zones Calendar.
- Collaborate with all the SCS Committee Chairs on the need for strategic planning for the SCS.



Open Water Chair

Description

The Open Water Chair shall serve as the Chair of the Open Water Committee that consists of the Open Water Representatives of each of the six (6) Geographic Committees along with two Athlete Representatives from the Athletes Committee.

Qualifications

- Shall be a current member of SCS and in good standing.
- Shall have knowledge of current swimming rules and regulations, (Part Seven – Open Water Swimming).
- Shall have knowledge of Open Water safety issues and safety requirements.
- Should have experience as an Open Water Meet Director, have attended Open Water meets as a coach or official or have Open Water Chair experience for a different organization for a minimum of 2 years.

Responsibilities

In addition to the duties and responsibilities listed in Article 5.6 and 6.2.3 of the SCS Bylaws, the Open Water Committee Chair shall:

- Serve as the Chair of the Open Water Committee.
- Attend and Participate in all SCS Board meetings.
- Know SCS's Mission/Vision/Bylaws/Policies and Procedures, Programs and it's needs.
- Plan, develop, and implement the annual SCS Open Water Calendar with an emphasis on Safety, education and competition.
- Should regularly communicate with the City/County/State/Federal Health Department and the Coast Guard.
- Stay updated with Open Water Health requirements.
- Ensure that all Open Water meet hosts/directors follow Part Seven – Open Water of the USA Swimming Rule Book and all addition applicable rule that apply to the meets.
- Work one-on-one with new Open Water meet hosts/directors regarding requirements for their venue, meet logistics, meet forms safety plans and sanctioning.
- Provide review, guidance, and input throughout the USA Swimming sanction process.
- Communicate with the SCS Sanction Administrator throughout the sanction process for all the SCS Open Water meets.
- Work with the SCS Officials Committee to facilitate certification and training opportunities for Open Water Officials.
- Have the office staff post information to the SCS website regarding the conduct of Open Water Practices, upcoming meets and any bid opportunities, updated Open Water Calendars, and any and all news regarding SCS Open Water Athletes.
- Coordinate the USA Swimming Open Water Development initiatives and activities as required.