Adirondack Swimming, Inc.

LSC Elected and Appointed Position Descriptions

Board of Directors

Committee Chairs Coordinators

November 8, 2026 Revised

Adirondack Swimming, Inc., (ADSI) is the local arm of USA Swimming, which is the National Governing Body for the sport of swimming. ADSI administers competitive swimming in accordance with the Amateur Sports Act. We provide programs and services for our members and member clubs, and value these members of the swimming community, the staff and volunteers who serve them. ADSI is committed to excellence and the improvement of the sport of swimming.

Adirondack Swimming (ADSI) is a nonprofit organization and Local Swimming Committee (LSC) of USA Swimming; member of the USA Swimming Eastern Zone. Our membership of approximately 2,000 athletes, coaches, officials, and volunteers are involved with competitive swimming for youth in Eastern and Central Upstate New York

Adirondack Swimming is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Proposal for Adirondack Swimming, Inc.,
Submitted FALL BOD meeting 2026 by the ADSI Governance Committee

Board Member Expectations and Responsibilities Adirondack Swimming, Inc.

Board member engagement and participation is crucial to the Board's success in fulfilling the mission and vision of Adirondack Swimming on behalf of its Athlete and Non-Athlete membership. To accomplish this, each Board member is expected to fulfill the Expectations and Responsibilities detailed here.

Role of the Board of Directors

Specific responsibilities of the Board to its membership include:

1. Serving as an outward-looking, future-oriented strategic governing body.
2. Ensuring the fiscal sustainability of the organization.
3. Providing oversight of the organization, including:

    a. Ensuring that Committees established by the Board are functioning in keeping with the stated objectives and the mission
    b. Ensuring compliance with legal requirements, Bylaws and governance policies.
    c. Establishing, reviewing and updating policies and procedures.
    d. Establishing a strategic plan for Adirondack Swimming and monitoring its implementation.

4. Performing needs assessment to identify needs and trends related to the organization's activities and performance.
5. Acting as representatives of Adirondack Swimming and USA Swimming to the swimming community and the public.

Expectations of Individual Board Members

Adirondack Swimming members and the Board of Directors expects ethical professional, and lawful conduct by the individual Board members when acting as Board member. These expectations include, but are not limited to:

1. Service: Actively serve a two-year term and successfully complete responsibilities outlined in the job description, in partnership with staff liaison.
2. Commitment: Abide by the Articles of Incorporation, Bylaws, Policies and Procedures, the Rules and Regulations (including the Safe Sport, Code of Conduct, and Governing Policies), of Adirondack Swimming and USA Swimming.
3. Mission: Understand and promote the mission of Adirondack Swimming.
4. Attendance: Attend and participate in required Board meetings, HOD meetings and the Annual meeting on a regular and punctual basis.
5. Preparation and Participation: Review agenda materials in advance of Board and committee meetings and to participate productively in discussions.
6. Responsiveness: Be attentive to Board communications and respond promptly to staff and Board member requests for feedback.
7. Members in Good Standing: Maintain USA Swimming and Adirondack Swimming membership in good standing, as well as within their respective communities.
8. Learn, teach and share in successes and failures, to provide honest and constructive feedback to benefit the success of the organization.

Responsibilities and Requirements of Individual Board Members:

1. Actively participate in the Board Orientation meeting.
2. Actively participate in Board, House of Delegates and the Annual HOD meetings on a regular and punctual basis. Annual Meeting attendance shall be in person, unless approved by the General Chair for virtual attendance. Addressing unapproved absence from meetings:
    a. Any elected officer or Board member who is absent from two consecutive meetings without excuse during a single administrative year shall automatically vacate the seat and the vacancy shall be filled as provided by the bylaws.
    b. Absence from 3 non-consecutive meetings without excuse during a single administrative year is equivalent to resignation from the Board.

c. Confirmation of absences and subsequent removal from the Board shall be given to the Board member in writing by the Secretary of the Board.
d. In case of extenuating circumstances for an unexcused absence, the Board member may request a waiver of these provisions. Waivers may be granted by vote of the Board or at the discretion of the Board Chair (in which case the General Chair shall inform the Board).
e. Board members shall notify the General Chair if they are unable to attend a meeting, and the reason for the absence.

3. Board member, Committee Chair and Coordinator reports:
    a. Each Board member, Committee Chair and Coordinator shall provide a written or verbal report at each BOD and HOD meeting and for the Annual Meeting. Written reports shall be sent to the Operations Manager and General Chair two weeks prior to the meeting, for distribution to the Board.
    b. A written report is required for any actionable business.
    c. Written reports shall be considered consent agenda items and will not be discussed at the BOD meeting unless desired by the report author or pulled by a BOD member.
4. Confidentiality: Maintain confidentiality on issues of a sensitive nature or for closed meetings.
5. Abide by Board decisions: Support and accurately represent positions and decisions duly agreed upon by the Board.
6. Conflict of Interest: Avoid any conflict of interest with respect to their fiduciary duty (the responsibility of Board members and the BOD as a whole to serve as trustee of the organization's assets on behalf of the greater community), and abide to and sign, the Adirondack Swimming Conflict of Interest policy.
7. "One-Voice" leadership: The BOD has authority as a body, and not with individual members. The voice of the BOD is expressed through written decisions and policies; individual BOD members, committee members and coordinators have no authority over the organization or staff unless the BOD or bylaws has specifically delegated that authority.

General Chair

Adirondack Swimming, Inc.

Responsibilities of the General Chair:

- Oversight and general charge of ADSI governance, management, operations, and property, as well as general supervision over its officers and agents.
- Preside over all meetings of the Board of Directors and House of Delegates and is a voting member of the Board of Directors and House of Delegates.
- Attend regular and annual meetings of USA Swimming LSC leadership as well as periodic meetings of Eastern Zone leadership.
- Maintain and foster the Operations Manager/Board Chair relationship.
- Engage extensively with various constituencies in particular athletes, parents/guardians, coaches, and volunteers.
- Ensure recognition of the volunteers and membership of ADSI.
- Support and promote the LSC vision, mission and core values.
- Oversee and implement strategic planning sessions.

Important attributes of a successful General Chair include:

- Previous familiarity with and/or service on the Board of Directors.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The General Chair shall:

- Call regular meetings of the Board of Directors.
- Appoint a sufficient number of athletes, with the advice and consent of the Board of Directors, to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates.
- Appoint the Non-athlete At-Large Board members to the Board of Directors.
- Receive written resignation(s) from any member of the Board of Directors.

- Appoint all non-elected Chairs and Coordinators with the advice and consent of the Board of Directors and the respective division chair.
- Appoint all committee members with the advice and consent of the respective division chair and the chair of the committee except as otherwise provided in the Bylaws or the ADSI Policies and Procedures.
- Fill vacancies on the Board of Directors, committee chair positions, and coordinator vacancies with the advice and consent of the Board of Directors, and where applicable, the respective division chair.
- Report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of ADSI.
- Provide support and direction for the board members, committees, and coordinators, as needed.
- Serve on the Finance Committee.
- Serve on and chair the Executive Committee.
- Appoint Athlete members of each committee with the advice of the Senior Athlete Representative.
- Attend a session at three AD Meets a year. Can work a volunteer job (Official if certified, Marshal, Runner, Concession, etc).

The General Chair may:

- Call special meetings of the Board of Directors, House of Delegates and the Executive Committee.
- Appoint up to ten (10) non-athlete members of the House of Delegates with the advice and consent of the Board of Directors.
- Designate the Administrative Vice-Chair as acting General Chair for the duration of the General Chair's absence from the LSC.
- Appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor to a vacancy of Athlete or Coach Representative.
- Sign and execute in the name of ADSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the ADSI Policies and

Procedures, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed.

- Delegate activities to the Athletes Committee.

Limitations from the Bylaws:

- The office of the General Chair may NOT be co-chaired by two individuals.
- The Office of the General Chair may NOT be combined with any other office.
- In no case shall the General Chair serve on the Nominating Committee or Nominating Task Force of the Governance Committee.

Board Term:

- Elected by the House of Delegates, in odd-numbered years.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Administrative Vice-Chair

Adirondack Swimming, Inc.

Responsibilities of the Administrative Vice-Chair:

- Attend all meetings of the Board of Directors and the House of Delegates, and is a voting member of the Board of Directors and House of Delegates.
- Aid in the creation and maintenance of the ADSI Policy and Procedure Manual.
- Duties and powers as defined by the Bylaws and Policy/Procedure manual.
- Chair and have general charge of the business, affairs and property of the Administrative Division of ADSI.

Important attributes of a successful Administrative Vice-Chair include:

- Patience, flexibility, open-mindedness.

- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Administrative Vice-Chair shall:

- Serve as a member of the Board of Directors, Executive Committee, Finance Committee, and the Personnel Committee.
- Along with the General Chair, supervise the permanent office staff.
- Receive Safe Sport recommendations from the Safe Sport Chair.
- Attend a session at three AD Meets a year. Can work a volunteer job (Official if certified, Marshal, Runner, Concession, etc).
- Become the Acting General Chair:
    - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary 460 incapacity.
    - Vacate the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity. ○ If the General Chair is to be absent from the Territory and wishes to designate the Administrative Vice-Chair as acting General Chair for the duration of the absence.

Board Term:

- Elected by the House of Delegates, in even-numbered years.
- Two-year term
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Finance Vice-Chair

Adirondack Swimming, Inc.

Responsibilities of the Finance Vice-Chair:

- Serves as the chief financial officer of Adirondack Swimming, Inc., and is a voting member of the Board of Directors and House of Delegates.
- General charge of the affairs and property of the Financial Division, including oversight of the Treasury function.
- Monitor the financial activities of ADSI in relation to its budget.
- Responsible for the adequacy of the internal financial and accounting controls.
- Development and implementation of marketing and fundraising planning.

Important attributes of a successful Finance Vice-Chair include:

- Prior knowledge and experience with finance and accounting principles.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

Finance Division oversight responsibilities:

- Finances/Investment
- Budget
- Treasurer
- Audit
- Insurance
- Outreach
- Marketing/ADSI Sponsorship
- Taxes

The Finance Vice-Chair shall:

- Serve as Chair of the Finance Committee.

- Prepare and present an annual budget for the operations of ADSI with the assistance of the Finance Committee, to be presented to the Board of Directors and the House of Delegates at the spring Annual Meeting.
- Prepare and review an audit required by LSC Bylaws.
- 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.
- Develop and implement an investment program for working capital, funded reserves, and endowment funds.
- Submit to USA Swimming annual financial, federal tax reports, and the annual audit or review.
- Review the corporation's annual tax returns.

The Finance Vice-Chair shall not:

- Hold the office of Finance Vice-Chair jointly with another member.
- Delegate duties to other members without the consent of the Board.
- Combine the offices of the Finance Vice-Chair and the Treasurer.

Board Term:

- Elected by the House of Delegates, in odd-numbered years.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Coach Representative

Adirondack Swimming, Inc.

Responsibilities of the Senior Coach Representative:

- Coach Representatives shall serve as a liaison between the coaches who are members of the LSC and the Board of Directors and House of Delegates.
- Attend all meetings of the Board of Directors and House of Delegates, as voting members of these entities.

Important attributes of a successful Coach Representative include:

- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

Coach oversight responsibilities:

- Coaches Committee
- Awards for Coaches of the Year
- Club development
- Assist with the selection of Zone coaches and Zone Team management.

Coach Representative Elections:

- A Coach Representatives shall be elected, for a two-year term, or until a successor is elected.
- The election of Coach Representative shall be conducted at the Annual House of Delegates meeting, or at another time as needed and called for by the Senior Coach Representative or the Board of Directors.
- Election shall be determined by a majority vote of the Coach Members in good standing, present and voting.
- In the event of a vacancy or of the permanent incapacity of a person holding the office of Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the Coach Members shall elect a successor.

The Senior Coach Representative shall:

- Chair the Coaches Committee, with the respective duties, jurisdiction and responsibilities described in the ADSI Policies and Procedures.
- Serve on the Executive Committee.

- Prepare timely reports for the Board as needed.
- Undertake activities delegated by the Board of Directors or the General Chair as being in the best interests of the Athlete Members, Coach Members and ADSI.

Board Term:

- Elected by the majority of Coach Members in good standing, present at the Annual meeting.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Athlete Representatives

Adirondack Swimming, Inc.

Responsibilities of the Senior and Junior Athlete Representatives:

- Serve as liaisons between ADSI Athletes and the Board of Directors and House of Delegates.
- Attend all meetings of the Board of Directors and House of Delegates, as voting members of these entities.

Important attributes of a successful Athlete Representative include:

- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

Athlete Division oversight responsibilities:

- Athlete Committee
- Athlete Representative elections

- Social Media communications to include regular posting on social media platforms.

Athlete Representative Elections:

- Athlete Representatives shall be elected , for a two year term beginning as Jr Athlete Rep followed by Sr Athlete Rep, or until his/her respective successor is elected.
- At the time of election, the Athlete Representative must:
    - be an Athlete Member or Seasonal Athlete Member in good standing; ○ be at least sixteen (16) years of age or at least a sophomore in high school;
    - be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by ADSI or another LSC;
    - have his/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).
    - The balloting shall take place at the spring AD District Championship Meet. ○ The Athlete Representatives elected shall be determined by a majority of the Athlete Members and Seasonal Athlete Members in good standing present and voting who are thirteen (13) years of age or older.
    - The term of office for an elected Athlete Representative shall begin with the date of his/her election. ○ In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

The Senior Athlete Representatives shall:

- Chair the Athletes Committee and conduct regular meetings of the same.

- Have general charge of the business, affairs, and property of the Athletes Committee.
- **Supervise the Athlete Social Media communications efforts. Act as liaison with Age Group Chair , Sr Vice Chair, and Records/Top10 Chair to gather important LSC athlete achievements at Regional and National Level meets for posting,**
- Prepare timely reports for the Board concerning the Business of the Athlete Division.
- Undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, ADSI, USA Swimming and the sport of swimming.

The Junior Athlete Representative shall:

- Assist the Senior Athlete Representative in overseeing the business, affairs, and social media communications of the Athlete Division.
  1/ Assist with emailing clubs for tryout info for posting social media.
  2/ Assist with emailing Age Group, Sr Vic Chair for content creation on athlete achievements.
  3/ Assist with at large athletes to create an LSC posting format using an approved template from AD BOD to increase marketing of local swimming news and achievements. IE: swim facilities, big meets and athlete achievements.
- Serve as the Chair of the Athletes' Committee in the absence or incapacity of the Senior Athlete Representative.
- Undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, ADSI, USA Swimming and the sport of swimming.

Board Terms:

- Elected by the majority of Athlete Members and Seasonal Athlete Members in good standing, present at the spring Annual meeting, in alternating years.

- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Secretary

Adirondack Swimming, Inc.

Responsibilities of the Secretary:

- Create and maintain minutes of all meetings of the Board of Directors and House of Delegates.
- Attends all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.

Important attributes of a successful Athlete Representative include:

- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Secretary shall:

- Serve on the Board of Directors and the Executive Committee.
- Record proceedings of the Board of Directors and House of Delegates, and within thirty (30) days of each meeting, transmit a copy of the minutes of the meeting to ADSI Webmaster for posting.
- Relinquish all LSC records/documents in their possession at the end of their term to the successor Secretary, or to the ADSI staff member.
- Maintain a record of all meetings of the Board of Directors and House of Delegates, conduct official correspondence, issue meeting and other notices. Oversee the mail or electronic mail vote for any action of the Board of Directors or House of Delegates taken without a meeting according to the provision of the Bylaws.

- Receive written notice from clubs designating their House of Delegates representatives.
- Receive reports & filings from the Treasurer for submission to the BOD and USA Swimming.
- Within 30 days of each HOD or BOD meeting, transmit a copy of the minutes of the meeting to the respective members and webmaster.

Board Term:

- Elected by the House of Delegates, in odd-numbered years.
- Two-year term.
- There is no term limit, per ADSI bilaws, as long as the member is in good standing.

Senior Vice-Chair

Adirondack Swimming, Inc.

Responsibilities of the Senior Vice-Chair:

- Develop, coordinate, and conduct the senior swimming program of ADSI.
- Attends all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.
- Liaison to the Athlete Representatives and the Athletes Committee.

Important attributes of a successful Senior Vice-Chair include:

- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

Senior Division oversight responsibilities:

- Senior program
- LSC Championship Meet coordination – including applications for Athlete Stipends as allowed by ADSI.

- Camps/Clinics for Senior Athletes
- Operational Risk Coordinator
- Athlete Liaison
- Senior Awards

The Senior Vice-Chair shall:

- Serve on the Executive Committee.
- Have charge of general charge of the affairs and property of the Senior Division that develops, coordinates and conducts the senior swimming program of ADSI.

- Coordinate the Adirondack Swimming Championship Meets, along with the Age Group Vice-Chair.
    - Establish, with the Age Group Vice-Chair, a format for delegation of work effort among participating clubs, where necessary.
    - Review, along with the Age Group Vice-Chair, Technical Planning Chair, and Sanction Manager, the Meet Announcement sent by the meet host of the LSC Championship meets.
- Participate in meetings of the committees that have influence related to the Senior Program, such as the Technical Planning Committee.
- Prepare timely reports to the Board on the business of the Senior Division and the state of performance of Adirondack Swimming.
- Appoints the Senior Athlete Representative to chair the Athlete Committee.
- Appoints, along with the Senior Athlete Representative, the Athlete Liaison, with the advice and consent of the Board of Directors.
- Receive safety recommendations from the Operational Risk Coordinator.
- Assist the Open Water Coordinator in the development of open water swimming within ADSI, as needed.

Board Term:

- Elected by the House of Delegates, in even-numbered years.
- Two-year term

- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Age Group Vice-Chair

Adirondack Swimming, Inc.

Responsibilities of the Age Group Vice-Chair:

- Chair and have general charge of the affairs and property of the Age Group Division that develops, coordinates and conducts the Age group swimming program of the ADSI.
- Attends all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.

Important attributes of a successful Age Group Vice-Chair include:

- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

Age Group Division oversight responsibilities:

- Age Group swimming
- Camps/Clinics for Age Group athletes
- Awards (Age Group)
- Time Standards
- Technical Planning Committee
- Adaptive Swimming
- Zone Team

The Age Group Vice-Chair shall:

- Serve on the Executive Committee.

- Assist in selection of the Zone Head coach, the assist coaching staff, and the selection of athletes and their events. It is mandatory that at least 48 hours before summer zone meet entries are due, all club coaches must be made aware of any athletes from their club that are to be entered in the meet
- Participate in meetings of the committees that have influence related to the Age Group Program, such as the Technical Planning Committee.
- Prepare timely reports to the Board on the business of the state of performance of Adirondack Swimming.
- Coordinate the Adirondack Swimming Championship Meets, along with the Senior Vice-Chair.
    - Establish, with the Senior Vice-Chair, a format for delegation of work effort among participating clubs, where necessary.
    - Review, along with the Age Group Vice-Chair and Sanction Manager, the Meet Announcement sent by the meet host of the LSC Championship meets.
- Have general charge of the affairs and property of the Age Group Division that develops, coordinates and conducts the Age Group swimming program of ADSI.

Board Term:

- Elected by the House of Delegates, in odd-numbered years.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Safe Sport Committee Chair

Adirondack Swimming, Inc.

Responsibilities of the Safe Sport Committee Chair:

- Be the primary contact for the club members in ADSI to share information about what USA Swimming and other LSCs are doing regarding Safe Sport

policies and programs; and to collect, develop and disseminate information on LSC best practices.

- Ensure implementation of the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members.
- Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources.
- Serve as an information resource for LSC clubs and membership to identify and assist with local educational partners and resources.
- Serve as a voting member of the Board of Directors and House of Delegates and attend all meetings of the Board of Directors and House of Delegates.

Important attributes of a successful Safe Sport Committee Chair include:

- Prior knowledge, experience and/or training with Safe Sport associated principles, such as in protective services, social services, law enforcement, education or medical fields.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Safe Sport Committee Chair shall:

- Be a registered, Non-Athlete Member of USA Swimming ○ Successfully pass the required USA Swimming criminal background check.
    - Complete the USA Swimming Athlete Protection Training.
- Shall attend USA Swimming's Safe Sport workshops and training.
- Be knowledgeable about the Safe Sport Program components and the Safe Sport Program Framework.

- Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming.
- Encourage and increase training opportunities for the LSC, including, but not limited to:
    - implementation of Safe Sport into the Swimposium, Annual Meeting, House of Delegates meetings, LSC Camps, or other LSC hosted meetings/workshops. ○ work with meet hosts to provide Safe Sport information/fliers/templates for Meet Announcements, heat sheets, and announcer scripts.
- Understand the complaint reporting structure and immediately refer all reports of Safe Sport related violations to the national office or the US Center for Safe Sport.
- Work with and encourage clubs to complete the Safe Sport Recognized Program for clubs.
- Develop strategies to encourage parents and athletes to complete the online Safe Sport training.
- Work with your LSC webmaster to post Safe Sport materials and/or links to the USA Swimming Safe Sport program site.
- Share successful ideas with the national Safe Sport office staff to share across other LSCs.
- Receive feedback and suggestions on the Safe Sport policies and programs from the LSC clubs and membership and provide that feedback to the USA Swimming Safe Sport Committee and national office staff.

Board Term:

- Appointed by the General Chair, with the advice and consent of the Board of Directors.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Operational Risk Coordinator

Adirondack Swimming, Inc.

Responsibilities of the Operational Risk Coordinator:

- Promote safety throughout the LSC swimming community and to promote safety as a part of the ADSI philosophy.
- To disseminate safety information flowing from USA Swimming and safety education opportunities.
- To develop a safety education program tailored to Adirondack Swimming, Inc., and its members and Territory.
- Attends all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.

Important attributes of a successful Operational Risk Coordinator include:

- Prior knowledge, experience and/or training with operational risk/safety associated principles, such as in physical plant safety, personal safety, and health related safety.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Operational Risk Coordinator shall:

- Disseminate the USA Swimming safety education information to all group members, athletes, coaches, and officials of WSI through a safety report.
- Make recommendations for the development and implementation of safety education programs and policies for Adirondack Swimming, Inc. to the Senior Vice Chair, the Administrative Vice Chair, and the Board of Directors.
- Promote safety as a topic for discussion at Coaches and Officials pre-meet briefings.

- Provide occurrence reports containing the necessary information requested by the USA Swimming Report of Occurrence obtained by the meet director, officer, or coach with copies to the USA Swimming national headquarters, the Safety Coordinator, the Administrative Vice Chair and the Adirondack Swimming, Inc., office.
- Present an injury report concerning swimming-related injuries within the Territory at each of the house of Delegates and Board of Directors meetings and make recommendations for action by ADSI and its members.
- Encourage clubs to develop an Operational Risk Education Program and designate a Club Operational Risk Coordinator.
- Function as a liaison between the Club Operational Risk Coordinator and USA Swimming Operational Risk contacts.
- Develop templates for and encourage the use of facility checklists, safety checklists, and Emergency Action Plans (EAPs).
- Encourage clubs to develop a facility specific safety plan, including pool inspections to identify potentially dangerous conditions and implement processes to correct situations.
- Educate volunteers to serve as swim meet Operational Risk Officers.
- Encourage Meet Marshal education and certification at the club level utilizing the Meet Marshal Training Guide and Certification test offered on the USA Swimming Operational Risk web site.
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The ADSI Operational Risk Coordinator shall:

- Perform facility inspections and recommend actions for reducing risk of injury.
- Develop and publish a facility safety plan for local clubs.
- Review and approve facility contracts.
- Serve as a representative for local clubs in cases of liability.
- Serve as a first responder or administer first aid in emergency situations.

Board Term:

- Elected by the House of Delegates in odd-numbered years.
- Two-year term.
- Limit of two consecutive two-year terms.

- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Technical Planning Chair

Adirondack Swimming, Inc.

Responsibilities of the Technical Planning Chair:

- Advise the Board of Directors regarding technical aspects of running swimming competitions including working with Senior and Age Group Vice chairs to establish time standards.
- Attends all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.
- Chair the Technical Planning Committee, within the Age Group Division.

Important attributes of a successful Technical Planning Chair include:

- Prior knowledge, experience and/or training with meet management, time standards, administrative official functions and long-range planning.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Technical Planning Chair shall:

- Have general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for: ○ Advising the Board of Directors regarding technical aspects of running swimming competitions including working with Senior and Age Group Vice Chairs to establish time standards.
    - Reviewing LSC Championship Meet Announcements for accuracy and compliance with USA Swimming rules and Adirondack Swimming policies.

    - Long-range planning regarding the swimming programs conducted by Adirondack Swimming.
    - Continuing review and development of the Adirondack Swimming philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of Adirondack Swimming's swimming programs.
- Reviewing bids for regular season or end of season meets.
- Approve meet templates for regular season, end of season, and championship meets.
- Additional duties shall be as outlined in the ADSI Policies and Procedures.
- Assist with the biennial review of ADSI policies and procedures regarding meet conduct, sanctions, and entry procedures, and LSC Championship competition.

Board Term:

- Elected by the House of Delegates in even-numbered years.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Officials Committee Chair

Adirondack Swimming, Inc.

Responsibilities of the Officials Committee Chair:

- Recruit, train, certify and supervise the officials for ADSI, in accordance with the rules and regulations of USA Swimming.
- Maintain a roster of qualified, well-trained, and experienced officials of the highest caliber for ADSI.
- Chair the Officials Committee, within the Administrative Division.
- Attends all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.

Important attributes of a successful Officials Committee Chair include:

- Certification as a USA Swimming Official at the Referee level.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, professionalism, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Officials Committee Chair shall:

- Have general charge of the business, affairs, and property of the Officials Committee, which is responsible for:
    - Recruitment, training, testing, certification, and re-certification of ADSI officials, in accordance with the rules and regulations of USA Swimming.
    - Supervision of ADSI officials.
- Appoints certified Officials to the Officials Committee with the advice and consent of the General Chair and the Administrative Vice-Chair.
- Responds to allegations of misconduct or quality issues regarding ADSI; conducts disciplinary investigations and implements appropriate disciplinary action based on the recommendations of the Officials

  Committee, and consistent with the policies/procedures of USA Swimming's Officials Committee.

  Provide the LSC appointed officials and officiating infrastructure for the LSC Short Course and Long Course Swimming Championship Meets.

Board Term:

- The Officials Chair shall be elected by the Officials Committee in accordance with ADSI Policies and Procedures, in odd-numbered years, with the advice and consent of the General Chair and the Administrative Vice-Chair.
- Two-year term.
- There is no term limit, per the ADSI Bylaws, as long as the member remains in good standing.

Diversity, Equity, and Inclusion Chair

Adirondack Swimming, Inc.

Responsibilities of the Diversity, Equity, and Inclusion (DEI) Chair:

- Lead ADSI efforts to increase diversity, implement equity and promote inclusion at the team and LSC levels.
- Provide consultation to teams, create opportunities through diversity themed camps, and actively advocate for DEI at the LSC Board of Directors and House of Delegates meetings.
- Disseminate DEI information flowing from USA Swimming and DEI education opportunities.
- The DEI Chair, a member of the Administrative Division and reports to the General Chair, supports the achievement of the goals and objectives, including the creation and implementation of programs that aid in creating bridges of understanding in ADSI.
- Lobby for DEI within ADSI by actively attending all meetings of the Board of Directors and the House of Delegates and is a voting member of the Board of Directors and House of Delegates.

Important attributes of a successful Diversity, Equity and Inclusion Chair include:

- Passion for diversity, equity, and inclusion; experience is a plus.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Diversity, Equity and Inclusion Chair shall:

- Watch the DEI Chairs 101 webinar and review the LSC Diversity, Equity, & Inclusion Chair Manual, both located on the USA Swimming DEI website.
- Provide DEI education within the LSC through training, roundtables, or facilitated discussions.
- Participate on Zone DEI Committee calls by attending, expressing pressing concerns, and sharing best practices.

Provide direction and leadership for DEI efforts in Adirondack Swimming.

- Make recommendations on respective needs and resources to effect demographic change within the ADSI.
- Track the increase of diversification of athletes, coaches and various volunteer positions opportunities within ADSI.
- Make suggested recommendations to the board on annual goals and objectives to expand the diversification of NES.
- Investigate and communicate opportunities in which to capture the attention of a more diverse population.
- Explore hosting a diversity select camp with the collaborate the ADSI Camps Coordinator and USA Swimming.
- Maintain a website presence with pictures, biographies, education tools, and links to USA Swimming DEI webinars.
- Improve Diversity Outreach Efforts by:
    - Develop a program to reimburse meet entry fees for outreach athletes when indicated.
    - Offer outreach memberships to economically disadvantage, underrepresented and underserved groups.
- Work with existing USA registered teams towards increasing diversity in their teams and staffing via education and training.
- Imbed diversity, equity, and inclusion into existing ADSI structure and programming.

Board Term:

- Elected by the House of Delegates in even-numbered years.
- Two-year term.
- Limit of two consecutive two-year terms.
- A portion of any term served to fill a vacancy in the position shall not count towards the two consecutive term limitation.

Governance Committee Chair

Adirondack Swimming, Inc.

Responsibilities of the Governance Committee Chair:

- Review the governance structures and practices of ADSI and report its findings and recommendations to the Board of Directors.
- Partner with the Board of Directors (BOD) on the activities of the BOD and to institutionalize effective governance.
- Serve as an ex-officio member of the Board of Directors and House of Delegates with voice but no vote and attend all meetings of the Board of Directors and House of Delegates.
- Chair of the Governance Committee and report to the General Chair.

Important attributes of a successful Rules Committee Chair include:

- Prior knowledge, experience and/or training with principles of governance, interpretation, development, and maintenance of bylaws, policies/procedures, and rules and regulations.
- Patience, flexibility, open-mindedness.
- Efficiency, integrity, and accountability.
- Communicate with respect.
- Knowledge of Robert's Rules of Order.
- Knowledge of ADSI Bylaws and the ADSI Policy and Procedure Manual, from which important duties and powers are derived.

The Governance Committee Chair shall:

- Provide a Governance Committee report and/or governance education at each meeting of the Board of Directors and the House of Delegates.
- Lead the Governance Committee in its roles/responsibilities to:
    - Assist in the periodic evaluation of the ADSI Bylaws and mission/vision statements.
    - Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistleblower, procurement grievance, etc.
    - Ensure that the Board's focus remains on the strategic plan.
    - Aid in the development of expectations and processes for accountability of Board members.

    - Develop criteria for the qualities and required characteristics of Board officers.
    - Lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members.
    - Nominate Board members, consistent with the matrix of skills, demographics, and talents needed.
    - Publish the slate of candidates to the ADSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates.
    - Aid in the design and implementation of Board orientation and an ongoing program of Board education and development.
    - Lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.
- Review and update, along with the Rules Chair, the ADSI Policy and Procedure manual.
- Provide support and education in governance to Board Nominees, Candidates, and Board members.

Board Term:

- Elected annually (in September) by the Governance Committee from among its own members.
- Each Governance Committee member is appointed by the General Chair, with the advice and consent of the Board of Directors, for a term of three years, with the maximum of two consecutive terms.
- Therefore, the term limit for the Chair is no more than six consecutive years.