

Job Description of NJS Admin Vice-Chair

Embody the mission of New Jersey Swimming

“Advancing competitive swimming in New Jersey through fair and inclusive opportunities.”

The Administrative Vice-Chair is a voting member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even-numbered year for a two-year term beginning at the conclusion of the Spring HOD meeting of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

Specific responsibilities of the Administrative Vice-Chair, which also may be specified elsewhere in the USA Swimming Rules and Regulations and the NJ Swimming Policies and Procedures include, but are not limited to, the following:

- To conduct meetings in the absence of the General Chair, at the request of the General Chair or in the event of the disability of the General Chair.
- In the absence of the General Chair, will perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.
- Serve as a member of the NJS Technical Planning committee.
- Serve as chair, and have general charge of the business, affairs, and property of the Administrative division (Finance, Officials, Reg/Membership & NJ Swim Office).
- Aid in the development of policy and the coordination of the activities of the officers and committees within the Administrative division internally and with other divisions, and committees.
- Work in conjunction with the NJS Office to keep track of pre and post meet reporting and submission requirements to ensure that all athletes are currently registered and in good standing.
- Shall attend the USA Swimming annual meeting each year and actively participate in the administrative swimming program issues being presented.
- Serve as a USA Swimming House of Delegate representing NJ Swimming
- To provide oversight to the following committees: Finance, Officials, Reg/Membership & NJ Swim Office
- Shall maintain copies of all incident/occurrence reports received from the Operational Risk Coordinator and Safe Sport Chair.