

Job Description of NJS General Chair:

Embody the mission of New Jersey Swimming

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

The General Chair is a 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 MAY 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.

The NJ Swimming General Chair is responsible for the overall administration and management of the LSC. Is Responsible for steering Board of Director and House of Delegate Meetings in compliance with the Bylaws and Policies & Procedures. Providing support for Division and Committee Chairs as needed. Being a conduit for information between the LSC and the Eastern Zone, Zone Director Counsel. At board meeting carrying a deciding vote when necessary. As a board member, representing the needs of the broader LSC and its club, athlete, and non-athlete members.

Specific Duties of the General Chair:

- Develop the direction of NJ Swimming’s programs and initiatives to promote the vision and mission of NJ Swimming.
- Work with the NJS Office to arrange and announce the meeting dates and sites for the scheduled bi-monthly LSC BOD meetings.
- Preside at the Executive Committee, Board of Directors, and House of Delegates meetings.
- See that all duties and responsibilities of the coordinators, committees, or sub-committees in his or her charge are properly and promptly carried out.
- Along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-Chair, the Treasurer, and the NJS Office shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming National Headquarters.
- Serve as a USA Swimming House of Delegate representing NJS.
- Execute deeds, mortgages, bonds, contracts, agreements, or other instruments duly authorized.
- Serve as a member of the Finance Committee, and the Personnel Committee. The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice-Chair, the Finance Vice-Chair, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- Supervise and work with the staff of NJ Swimming to lead the organization in the direction established by the Board of Directors.
- Call special meetings as deemed necessary.
- Appoint chairpersons of standing committees and other coordinators with the advice and consent of the Board of Directors.
- Receive a resignation from a committee chair or a member of the Board of Directors.
- Fill a vacancy on the Board of Directors, the Governance Committee, a committee chair or a committee member with the advice and consent of the Board of Directors.
- Receive complaints from members of NJ Swimming and forward the appropriate matters to the USA Swimming National Board of Review for consideration. The General Chair will receive a copy of decisions rendered.