



Mission: Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

Vision: To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to our core values.

Core Values: Successful Meets, Safety, Athlete Development, Education & Training, Recognition of Excellence

NTSI JOB DESCRIPTIONS

DUTIES OF ALL MEMBERS OF THE NTSI BOARD OF DIRECTORS:

- Participate in all meetings of the House of Delegates and Board of Directors.
- Participate in assigned committee meetings
- Comply with the fiduciary duties: loyalty, care and obedience
- Make impartial decisions
- Support the mission, Vision and Core Values of NTSI

GENERAL CHAIR

Primary Duties:

- Report to the Board of Directors with all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of NTSI
- Oversee and have general charge of the management, business, operations, affairs and property of NTSI, and general supervision over its officers and agents
- Provide the North Texas Swimming Board of Directors and the North Texas Swimming community with a vision for successful operations of the LSC.
- Call meetings when and where deemed necessary
- Preside at all meetings;
- With the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit NTSI to effectively, efficiently and economically conduct its affairs.
- Preside over Board of Director and House of Delegates meetings in accordance with Robert's Rules of Order.
- Run effective and efficient board meetings.
- Provide the LSC membership with regular updates on the performance of North Texas Swimming in relation to the vision and mission of the LSC.
- Presents for ratification by the Board of Directors recommendations for the non-Board positions before June 1st of each year unless a position is assigned to a paid employee.
- Approve selected delegates to USA Swimming's annual meetings
- Attend or appoint an attendee for Southern Zone meetings and any other meetings requiring the General Chair.

Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- Previous role on the Board for at least two years
- Effective communicator
- Strong leadership skills
- Ability to govern impartially in support of the members of NTSI



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ADMINISTRATIVE VICE-CHAIR

Primary Duties

- Conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.
- Chair and have general charge of the business affairs and property of the division that administers NTSI business and affairs.
- Aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators.
- Be responsible for the creation and maintenance of NTSI's Policies and Procedures Manual, By-Laws and rules and Regulations in conjunction with the Governance Committee.
- Oversee Equipment Committee, Financial Committee, Insurance, Legal, Membership/Registration Chair, Officials Committee, NTV Committee Publicity/Promotions Committee, Publications/Newsletter, Records/Top Times Tabulation and certificate issuance, Secretary, Special Events, Treasurer, Webmaster
- Manage NTSI staff on day-to-day functions

Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- Previous role on the Board, committee or other relevant experience for at least two years
- Task oriented
- Proficient in Microsoft Office Products
- Ability to understand basic financial reporting



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SENIOR VICE CHAIR

Primary Duties

- Chair the Senior Committee and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of NTSI
- Serve as the liaison to the Athlete Representatives, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the Bylaws.
- Communicate with NTSI senior coaches and report issues, ideas and concerns to the Board
- Plan, execute and attend Camps and Clinics for Senior athletes,
- Obtain Meet Sponsorship
- Establish Open Water Events
- Participate on the Technical Planning Committee

Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
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Preferred Job Qualifications

- Been an NTSI coach for at least two years
- Experience coaching high level athletes



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AGE GROUP VICE CHAIR

Primary Duties

- Chair the Age Group Committee and have general charge of the affairs and property of the Division or committee that develops and conducts the age group swimming program of NTSI,
- Plan, execute and attend the SZ Age Group Zone Championships
- Plan, execute and attend camps and clinics for age group athletes

Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
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Preferred Job Qualifications

- Been an NTSI coach for at least two years
- Experience coaching TAGS athletes



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FINANCE VICE-CHAIR

Primary Duties

- Responsible for the preparation and presentation of a proposed and balanced budget for the following year to the House of Delegates.
- Develop and recommend a policy for the placement of NTSI funds.
- Along with the Treasurer, have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for North Texas Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for North Texas Swimming.
- Issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Committee, General Chair or Board of Directors may direct;
- Prepare an annual budget for North Texas Swimming's operations and present the budget for approval by the Board of Directors and the House of Delegates;
- Cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to 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;
- Be responsible for the adequacy/accuracy of North Texas Swimming's system of internal financial and accounting controls.
- Keep or cause to keep correct books of account and other financial records of all its affairs and transactions and duplicate books of account as the Board of Directors, the Finance Chair, the Finance Committee or the Treasurer shall determine; upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of North Texas Swimming or USA Swimming;
- Be responsible, together with the Treasurer, for North Texas Swimming's compliance with Section 7.4.2.

Membership Term and Selection

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Preferred Job Qualifications

- Financial background
- Non-profit experience
- Proficient in the use of QuickBooks Online
- Proficient in Microsoft Excel



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TREASURER

Primary Duties

- Be the principal receiving and disbursing officer of NTSI.
- Shall or shall assign to a Board or staff member who shall receive all moneys, incomes, fees and other receipts of NTSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid (Except as otherwise directed by the Board of Directors.).
- When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates.
- Along with the Finance Chair, have general charge of the development and implementation of an investment program for NTSI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for NTSI.
- Be a member of the Finance Committee.
- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of NTSI;
- Cause the moneys, securities and other financial instruments of NTSI to be deposited in the name and to the credit of NTSI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Board of Directors may direct;
- Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- Cause the funds of NTSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of NTSI, and obtain and preserve documentation for all moneys disbursed;
- Cause NTSI to be in compliance with the requirements of Section 8;
- Have the power to require from the officers, committee chairs, coordinators, or agents of NTSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of NTSI;
- Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of NTSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any Federal tax return to the Secretary for submission to the Board of Directors



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and USA Swimming national headquarters in accordance with these Bylaws and as otherwise directed by USA Swimming;

- Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- Perform all the other duties incident to the corporate treasury function;
- Pursuant to Section 8 and shall review, or shall cause the Audit Committee to 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.
- Distribute compensation for NTSI employees and volunteers in accordance with NTSI policy.

Membership Term and Selection

- Staff

Job Qualifications

- Financial background
- Non-profit experience
- Proficient in the use of QuickBooks Online
- Proficient in Microsoft Excel



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SECRETARY

Primary Duties

- Cause the minutes of all Board and Executive Committee meetings and proceedings to be recorded.
- Cause notice of all meetings to be given
- Sign correspondence on behalf of the Board
- Have all other powers assigned by the Board, the Chair, or these Bylaws
- Distribute meeting minutes in accordance with NTSI policy.
- Prior to scheduled BOD and HOD meetings, send the previous meeting minutes, agenda and appropriate documents to all BOD and HOD members and post on the website.

Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
- Limit: no consecutive term limits

Preferred Job Qualifications

- Proficient in Microsoft Word
- Detailed-oriented



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OFFICIALS CHAIR

Primary Duties

- Chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for NTSI.
- Serve as a liaison between NTSI officials and the NTSI BOD.
- Manage the program to ensure apprentice candidates for all levels of officials receive the proper training, evaluation and testing
- Work with Group Members in recruiting officials
- Schedule and/or host official's training clinics to provide the opportunity for all officials to enter the apprenticeship program, recertify annually, or plan for advancement opportunities.
- Provide all the necessary training materials to support the conduct of clinics
- Distribute updated rules from the Rules and Regulations Committee
- Develop policy or recommend NTSI rule changes as they pertain to officials or meet conduct
- Coordinate meet observations upon request
- Coordinate evaluations for starter and referee position
- Coordinate officials for NTSI championship meets
- Attend the Southern Zone meetings, National Official's Committee Meetings and other meetings required of the Official's chair

Membership Term and Selection

- Elected by the Officials' Committee in odd years
- 2-year term
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Job Qualifications

- Shall be an NTSI Meet Referee in good standing



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COACH REPRESENTATIVE

Primary Duties

- Serve as a liaison between the coaches who are members of NTSI and the Board of Directors and House of Delegates
- Develop meeting agenda and chair the Coaches' Committee meetings
- Solicit feedback or concerns from coach members and report to the BOD
- Oversee distribution of relevant LSC information to the coach members
- Research and distribute coach training and USA-S information to coaches
- Serve on committees requiring coach representation

Membership Term and Selection

- Elected by the coaches in odd years.
- 2-year term
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Preferred Job Qualifications

- NTSI registered coach in good standing
- Ability to act impartially when giving and receiving feedback



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ATHLETE BOARD REPRESENTATIVES

Primary Duties

- Serve as the liaison between the athletes who are members of NTSI and the Board of Directors and House of Delegates.
- Attend USA Swimming Workshops if available
- Oversee election of athlete representatives for the upcoming year
- Host athlete meetings.
- Chair athlete's committee.
- Through communications with club athlete representatives, make the athletes aware of NTSI issues and gather opinions on these issues to bring to the attention of the BOD or HOD
- Recommend committee athlete representatives
- Plan and participate in athlete events

Membership Term and Selection

- Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Board Representative, or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs.
- The Athlete Board Representatives elected shall be determined by a majority of the athletes 13 years and older present and voting at the meeting.
- 2-year term

Required Job Qualifications

- At the time of election, the Athlete Board Representative must:
- Be an athlete member in good standing
- Be at least a sophomore in high school or at least 16 years of age,
- Be currently competing, or have competed within the two (2) immediately preceding years, in a sanctioned USA Swimming event conducted by NTSI or another LSC
- Have his or 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).

DIVERSITY EQUITY AND INCLUSION CHAIR



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Primary Duties

- Have general charge of the affairs and property of the Division that develops and conducts diversity and inclusion, disability and adapted swimming programs
- Help develop and implement strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership and within North Texas Swimming in accordance with USA Swimming Rules and guidelines.
- Serve as a voice for North Texas Swimming's under-represented populations and promote inclusion and increase diversity, equity and inclusion in the sport of swimming.
- Develop and implement recruiting policies for NTSI and Group Members to follow to foster an atmosphere conducive to attracting new athletes from marginalized social/economic conditions.
- Develop and implement recruiting policies for NTSI and Group Members to increase participation of athletes with disabilities
- Plan and host a minimum of one DEI clinic, seminar, meet or other outreach event annually
- Report on the accomplishments for swimmers with disabilities
- Attend the Southern Zone Meetings and other meetings requiring the DEI Chair.

Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
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Preferred Job Qualifications

- Personal interest in diversity and/or disability
- Knowledge, experience or connections with under-represented populations



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SAFE SPORT CHAIR

Primary Duties

- Be responsible for the implementation and coordination of, and serve as the North Texas Swimming liaison for the Safe Sport Program established by USA Swimming.
- Work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within North Texas Swimming.
- The Safe Sport Coordinator will:
- Serve as the primary contact for North Texas Swimming to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Minor Athlete Abuse Prevention Policy (MAAPP) directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
- Serve as an information resource for North Texas Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources;
- Receive feedback and suggestions on the Safe Sport policies and programs from the North Texas Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff;
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- Communicate SSRP completion to the webmaster for posting to recognize clubs that achieve SSRP.

Membership Term and Selection

- Elected by the House of Delegates in even years.
- 2-year term
- Limit: no consecutive term limit

Preferred Job Qualifications

- Be age 16 or older at time of taking office
- Personal interest in Safe Sport
- Willingness to gain knowledge, education or connections with Safe Sport topics
- Comfortable speaking about delicate issues



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ATHLETE AT-LARGE

Primary Duties

- Serve on the Athletes' Committee
- Serve as a liaison between Group Member Athlete Representatives and the Athletes' Committee and the Board of Directors
- Have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates. .
- Provide athlete representation on committees as appointed.
- Plan and participate in athlete events

Membership Term and Selection

- Elected by the athletes at the same time as the Athlete Board Representatives.
- 2-year term
- Limit: 2 consecutive terms

Job Qualifications

- At the time of election, the Athlete Representative must:
- Be an athlete member in good standing
- Be at least a sophomore in high school or at least 16 years of age,
- Be currently competing, or have competed within the two (2) immediately preceding years, in a sanctioned USA Swimming event conducted by NTSI or another LSC
- Have his or 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).



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OPERATIONAL RISK COORDINATOR

Primary Duties

- Be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all group members, athletes, coaches and officials of North Texas Swimming.
- Develop safety education programs and policies for North Texas Swimming and make recommendations regarding such programs and policies, and the implementation thereof, to the Administrative Vice-Chair and the Board of Directors.
- Develop, update and maintain LSC Operational Risk Guidelines and warm-up procedures.
- Provide a summary report of injuries within the LSC at each BOD and HOD meeting.
- Serve as liaison to USA Swimming Operational Risk Committee
- Obtain answers to all safety related questions or concerns within the LSC.

Membership Term and Selection

- Appointed by the General Chair with consent of the Board of Directors
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- Limit: 2 consecutive terms

Preferred Job Qualifications

- none



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TECHNICAL PLANNING CHAIR

Primary Duties

- Responsible for long-range planning for the competitions conducted by NTSI and for advice regarding the technical aspects of those events.
- Prepare for submission to the House of Delegates a meet schedule, including meet formats where appropriate, for the following year.
- Review for correctness the bid proposals received from club members for submission to and acceptance by the House of Delegates.
- Work with the Governance Committee to review and revise NTSI Rules and Regulations.

Membership Term and Selection

- Appointed by the General Chair with consent of the Board of Directors
- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- Registered NTSI coach in good standing
- Ability to act impartially in support of the members of NTSI
- Creative thinker with long term vision



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NTSI JOB DESCRIPTIONS

DUTIES OF ALL MEMBERS OF THE NTSI BOARD OF DIRECTORS:

- Participate in all meetings of the House of Delegates and Board of Directors.
- Participate in assigned committee meetings
- Comply with the fiduciary duties: loyalty, care and obedience
- Make impartial decisions
- Support the mission, Vision and Core Values of NTSI

MEMBERSHIP/REGISTRATION COORDINATOR (Non-Board position – paid staff)

Primary Duties

- Assist with overseeing our day to day office operations.
- Support the USA Swimming membership registration process for athlete and non-athlete members
- Follow through on post-meet process submissions including meet results and meet financials and reconcile that all meets previously sanctioned are submitted in a timely manner
- Raise invoices to clubs for registrations, fees, surcharges, etc.
- Possess a strong commitment to member service and the sport of swimming and ensure the needs of our members are met
- Manage any additional assigned projects such as event planning, process improvements or communications to the LSC membership and board.
- Reconcile and report upon assigned processes and activities on a regular basis
- Establish and maintain a high level of credibility and manage strong working relationships with LSC Board members, Clubs, Members and volunteers
- Ability to effectively communicate and interpersonal skills, including ability to manage communications and working relationships within the organization and a customer service mindset
- Demonstrated ability to be flexible, manage multiple demands and meet deadlines; be detailed and organized

Selection

- Reports to the Administrative Vice Chair
- Selected by the Finance Committee

Job Qualifications

- Clear and concise oral and written communication skills
- Experience with office productivity software either Microsoft Office or Google Suite a must
- High integrity and openness combined with commitment to good governance
- Experience with competitive swimming (as a swimmer, coach, administrator, parent) strongly preferred
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Mission: Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

Vision: To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to our core values.

Core Values: Successful Meets, Safety, Athlete Development, Education & Training, Recognition of Excellence

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- **Participate in assigned committee meetings**
- **Comply with the fiduciary duties: loyalty, care and obedience**
- **Make impartial decisions**
- **Support the mission, Vision and Core Values of NTSI**

BOOKKEEPER (Non-Board position – paid staff)

Primary Duties

- Assist with overseeing our financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and timely financial entries and reconciliations
- Accurately perform day to day accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments
- Ability to maintain and process full cycle accounting duties.
- Reconcile bank transactions to the proper accounts
- Code and enter vendor expense invoices
- Process accounts receivable and invoice clubs and members as required
- Demonstrated ability to ensure accuracy in all general ledger transactions
- Draw up monthly reconciliations, financial statements and all supporting documents
- Understand account relationships in a comprehensive account framework
- Establish and maintain a high level of credibility and manage strong working relationships with LSC Board members, Clubs, Members and volunteers
- Ability to effectively communicate and interpersonal skills, including ability to manage communications and working relationships within the organization
- Demonstrated ability to be flexible, manage multiple demands and meet deadlines; be detailed and organized

Membership Term and Selection

- Reports to the Treasurer
- Selected by the Finance Committee

Job Qualifications

- Clear and concise oral and written communication skills
- Thorough knowledge of GAAP and applicable regulations, policies, procedures and methods that apply to accounting and finance
- High integrity and openness combined with commitment to good governance
- Proficiency in QuickBooks Online
- Accounts Receivable (AR) experience required
- Previous payroll processing experience preferred
- Degree in accounting or financial management preferred,
- Certified bookkeeper designation preferred
- Familiarity with non-profit operations and/or competitive swimming is a plus.