



# U.S. MASTERS SWIMMING

## Position Description

<b>Position title</b>	LMSC Chair	
<b>Start date / End date or Term length</b>	Ongoing	Elected Position, term varies by LMSC
<b>Estimated hours/days required per month</b>	5 - 15 hours per month	
<b>Reports to</b>	LMSC Membership	
<b>Direct Reports</b>	All LMSC officers, committee chairs, and appointees	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>The Chair of the LMSC is responsible for managing the operation of the LMSC in accordance with the LMSC's Bylaws and the USMS Rule Book. The LMSC Chair is the main point of contact for USMS Board of Directors, Zone Rep, National Committees, and the USMS National Office. The Chair is responsible for coordinating LMSC meetings, and keeping the LMSC on track with an agenda that prioritizes the operational needs of the LMSC and the important initiatives communicated by the USMS leadership and the USMS National Office. The Chair works directly with the other volunteer officers to ensure that the LMSC is delivering membership needs in accordance with the LMSC Standards policy.</p>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>• Oversee the day-to-day management of the operations of the LMSC and effectively communicate with all LMSC volunteers.</li> <li>• Direct point of contact for any LMSC member regarding any USMS/LMSC questions, concerns, or comments.</li> <li>• Preside at all LMSC meetings.</li> <li>• Appoint chairperson positions, subject to LMSC approval, if required.</li> <li>• Be familiar with the LMSC Standards policy and ensure that required standards are being met by the appropriate LMSC officers.</li> <li>• Receive communications from USMS and relay relevant information to the appropriate LMSC officers and/or LMSC membership.</li> <li>• Promote leadership development within the LMSC.</li> <li>• Encourage and acknowledge Board and Committee volunteers</li> <li>• Comply with current LMSC Bylaws and USMS Rules.</li> <li>• Lead periodic reviews of the LMSC Bylaws, and facilitate amendment discussions and votes related to modifications.</li> <li>• Maintain a clear focus on the Mission and Vision statements of USMS.</li> </ul>		

**Key deliverables**

- Submit the names of LMSC entitled delegates of the USMS House of Delegates to the National Office by June 15; ensuring that LMSC bylaws and policies are followed in the selection process. Note: The LMSC is responsible for selecting members to the USMS House of Delegates. The delegate’s presence at the USAS convention and the annual meeting of the USMS House of Delegates are separate (albeit generally highly related) activities. Not all HOD members attend the convention and our annual meeting. Likewise, not all attendees at our annual meeting are HOD members.
- Chair to submit requests for Delegate-at-Large appointments in writing to President and Secretary by June 30.
- Ensure that the LMSC holds an annual membership meeting that is open to all LMSC members, and that minutes are taken at that meeting and submitted to the USMS National Office.
- Ensure that LMSC financial statements are submitted to USMS on time.

**Recommended skills, experience and attributes**

- Good leadership and management skills
- Good communication skills
- Good computer skills
- Have at least a working knowledge of each LMSC Board and Committee position. Ideally have a functional knowledge of each Board and Committee position.

**Recommended training**

- Perform other LMSC roles to learn and understand how each position contributes to successful local operations.
- Should have prior Board experience for at least 2 years to acquire some history and understanding of the workings of the LMSC.
- Prior regular attendance to LMSC meetings
- Review LMSC job descriptions.
- Review LMSC by-laws.
- Review LMSC Chair Job Description/Manual from previous Chair if available.
- Attendance at USMS annual meeting and the LMSC Workshops offered.

**Benefits for the volunteer**

- Opportunity to be involved, learn and appreciate all LMSC operational aspects.
- Opportunity to interact directly with their fellow LMSC Masters swimmers while supporting the events and practice opportunities offered within the LMSC.
- Enjoyment
- Social activities
- Personal Satisfaction
- Engineer growth of membership
- Lead and/or participate in Swimming Saves Lives activities that benefit the local community.

**Benefits to USMS**

- Directly supports the USMS Mission and strategic plan by creating, supporting, and enhancing membership value and service provided by the LMSC volunteers.
- Encourages individual member connections to the USMS/LMSC community.
- Promotes membership stability.
- Seeks to maintain and/or improve LMSC performance regarding LMSC Standards.
- Cost to USMS is minimal.
- Leadership at the local level to grow USMS membership

**Other suggested requirements of the role**

- It is highly recommended that the LMSC Chair attend USMS Convention as a delegate to exchange best practices with other USMS leaders, and connect with the current priorities, sharing their experience upon return.
- Be willing and able to help other Board/Committee members with their responsibilities as necessary.
- Update LMSC Chair Job Description.
- Succession planning to recruit a capable successor for handling your role and responsibilities.
- Taking an active role in recruiting other members to serve in LMSC volunteer roles.