



U.S. MASTERS SWIMMING

Position Description

Position title	Committee Chair	
Start date / End date or Term length	One year, often extended	Appointed position, serving at the pleasure of the President.
Estimated hours/days required per month	10 to 20 hours per month on average; could be much higher depending on the time of year.	
Reports to	Vice President of division	
Direct Reports	Committee members	
Role overview and purpose, and how it relates to the organization's mission		
<p>The Committee Chair should provide leadership and direction to the committee and align its business with the organization's strategic goals.</p> <p>See Articles 506 and 507 for specific committee roles and purpose.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Review prior work of the committee to maintain continuity of prior initiatives as necessary. • Establish an operational plan for the year through communication with the vice president of the division and committee members. • Communicate, delegate and inspire enthusiasm and creativity to achieve the committee goals. • Manage expense and revenue within assigned budget. Utilize "Handbook for Committee Chairs" as needed. • Evaluate performance of committee members and results of committee initiatives. • Maintain routine communication with VP. 		
Key Deliverables		
<ul style="list-style-type: none"> • Timely submission of the approved meeting minutes (to VP and Secretary) for distribution and posting to the USMS website. • Reports as required in the Working Calendar (see <i>Streamlines for Volunteers</i>). <ul style="list-style-type: none"> • Monthly reports to VP. • An annual report and Convention meeting agenda must be submitted before Convention, for inclusion in the pre-convention packet (to VP by 7/15). • Provide the Convention Coordinator with set-up requirements for your meeting room. • Provide annual budget input. • Complete performance evaluations for members and initiatives. • Complete and submit the committee goals and action plan. 		
Recommended skills, experience and attributes		

- Communicating with your committee. This is extremely important. Include committee members in decisions.
- Delegating tasks to committee members.
- Inviting and fostering creativity. Let your committee members initiate ideas and take on projects.
- Using all available resources. Other committees may have additional expertise and experience to help you accomplish your goals.
- Giving full credit for a job well done! Recognition and thanks go a long way toward achieving commitment and realizing the potential of your committee members.

Recommended training

- Committee member experience
- Committee Vice Chair experience
- Working knowledge of Roberts Rules of Order

Benefits for the volunteer

- Recognized as a leader of USMS.
- Opportunity to influence the direction of USMS.
- Gain valuable leadership experience by working with dedicated and knowledgeable USMS members.
- Automatic member of USMS House of Delegates.
- Convention expenses for travel and lodging, and registration are covered by USMS.

Benefits to USMS

- Chair's experience, education, expertise and passion
- Work products of the committee
- Identify, develop and mentor future leaders

Other requirements of the role

- Look to train others to succeed you, and seek out new, qualified volunteers to become involved in the committee.
- Suggestion to include VP on committee communications.