



# U.S. MASTERS SWIMMING

## Position Description Template

<b>Position title</b>	USMS Officer of United States Aquatic Sports (USAS)	
<b>Start date / End date or Term length</b>	2 year term without term limits, Selected at annual meetings in even numbered years	Selected by the Board of directors
<b>Estimated hours/days required per month</b>	Generally 1 weekend meeting per year, plus the annual meeting. Additional duties depend on office held (see overview notes below)	
<b>Reports to</b>	President, US Masters Swimming	
<b>Direct Reports</b>	None	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>As a member organization of USAS, USMS has representation on the USAS Aquatics Coordinating Board and one elected officer. USMS members may also fill other positions within USAS. The president serves as the USMS representative on the USAS Aquatics Coordinating Board. And, the Board appoints a member to serve as an officer of USAS. The elected officers of USAS are a President, two Vice Presidents, Secretary, and Treasurer, one from each of the 5 aquatic NGB's. Officers are elected by the Board of Trustees (members of all USAS member Boards) at the annual meetings held in even numbered years</p>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>Historically and currently, the USMS officer has held the position of Treasurer, however this is not required.</li> <li>The Treasurer shall be the chief financial officer of the Corporation. As a member of the Finance Committee the treasurer prepares budgets, seek for and consider new sources of revenue, and oversee the investments of the Corporation. The Treasurer, with the assistance of the Finance Committee, prepares annual financial reports.</li> <li>Duties for other officer positions can be found in the United States Aquatic Sports, Inc. Code of Regulations.</li> </ul>		
<b>Key deliverables</b>		
Empty space for key deliverables		

<b>Recommended skills, experience and attributes</b>
<ul style="list-style-type: none"> <li>Historically the officers of USAS have previously been the president of the NGB. While this is not required, it is a preferred experience.</li> <li>Specific experience as a non-profit Treasurer is a plus.</li> <li>Acquire information for this role by inquiring with currently or formerly serving volunteers.</li> </ul>
<b>Recommended training</b>
<b>Benefits for the volunteer</b>
<ul style="list-style-type: none"> <li>This position provides insight into the workings of USAS and allows the volunteer the opportunity to influence decisions at the highest levels in aquatic sports.</li> </ul>
<b>Benefits to USMS</b>
<ul style="list-style-type: none"> <li>This officer can provide our Board and House with valuable information about the operations, programs, problems, and opportunities that are occurring at the national and international level within aquatic sports.</li> </ul>
<b>Other requirements of the role</b>