



Position Description

Position title	Zone Chair	
Start date / End date or Term length	2 years, no term limit	Elected in odd years at Convention by Zone delegates in attendance.
Estimated hours/days required per month	Depends on Zone size and scope of operations.	
Reports to	VPLO	
Direct Reports	LMSC Chairs	
Role overview and purpose, and how it relates to the organization's mission		
The Zone Chair acts as an information conduit between the national and LMSC levels of the organization.		
Key responsibilities		
<ul style="list-style-type: none"> • Presides over Zone meeting at Convention and any other meetings called. • Enhance communications among LMSCs within Zone boundaries. • Oversee Zone fund expenditures, as applicable. • Maintain open, supportive and interactive relationships with LMSC leadership volunteers to enable effective discussion of problems and to give/receive relevant information. • Facilitate Zone Championship bid application reviews. • Solicit nominations and coordinate voting of any Zone awards. • Membership on LMSC Development Committee. • Actively support LMSC achievement of LMSC Standards. • Encourage LMSCs to send delegates to Convention. • Delegate tasks to Vice Chair, if one exists, as needed. • Appoint Zone Web Master. • Appoint Zone Newsletter Editor, as applicable. • Appoint Zone Record Tabulator, as applicable. • Appoint Zone Treasurer, as applicable. • Designate ad hoc Zone Chair election coordinator. • Coordinate election of Zone USMS at-large Director. • Monitor and contribute to Zone Discussion Forum 		
Key deliverables		
<ul style="list-style-type: none"> • Fulfilling key responsibilities effectively. • Submit Zone report and meeting agenda for pre-Convention packet. • Ensures that Zone meeting minutes are approved/published as necessary. 		

Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Good people skills, knowledge of rules and policies. • Prior LMSC leadership experience is recommended.
Recommended Training
<ul style="list-style-type: none"> • Learn differences and similarities among the LMSCs in the Zone. • Review LMSC Standards policy
Benefits for the volunteer
<ul style="list-style-type: none"> • Opportunity to interact with various LMSC and national level entities.
Benefits to USMS
<ul style="list-style-type: none"> • Regional liaison between LMSC and national levels of the organization.
Other requirements of the role
<ul style="list-style-type: none"> • Attendance to LMSC Development Committee meetings. • Attendance at annual USMS Convention. • Solicit and encourage Zone and USMS Championship bids for Open Water, Long Distance, and pool events. • Coordinate Zone Championship bid reviews and bid award communications.