



# U.S. MASTERS SWIMMING

## Position Description

<b>Position title</b>	Committee Chair	
<b>Start date / End date or Term length</b>	One year, often extended	Appointed position, serving at the pleasure of the President.
<b>Estimated hours/days required per month</b>	10 to 20 hours per month on average; could be much higher depending on the time of year.	
<b>Reports to</b>	Vice President of division	
<b>Direct Reports</b>	Committee members	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<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>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>• Review prior work of the committee to maintain continuity of prior initiatives as necessary.</li> <li>• Establish an operational plan for the year through communication with the vice president of the division and committee members.</li> <li>• Communicate, delegate, and inspire enthusiasm and creativity to achieve the committee goals.</li> <li>• Manage expenses and revenue within assigned budget. Utilize "<a href="#">Handbook for Committee Chairs</a>" as needed.</li> <li>• Evaluate performance of committee members and results of committee initiatives.</li> <li>• Maintain routine communication with VP.</li> <li>• Communicate appropriately and timely with other national committee chairs regarding areas of shared interest and responsibility.</li> </ul>		
<b>Key Deliverables</b>		
<ul style="list-style-type: none"> <li>• Timely submission of the approved meeting minutes (to VP and Secretary) for distribution and posting to the USMS website.</li> <li>• Reports as required in the Working Calendar (see <i>Streamlines for Volunteers</i>).</li> <li>• Periodic reports to VP as warranted.</li> <li>• An annual report and annual meeting agenda must be submitted before the annual meeting, for inclusion in the pre-annual meeting packet</li> <li>• Coordinate with the national office regarding annual meeting logistical needs.</li> <li>• Provide annual budget input.</li> <li>• Complete performance evaluations for members.</li> <li>• Complete and submit the committee goals and action plan.</li> </ul>		
<b>Recommended skills, experience and attributes</b>		

- 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 propose 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.