



# U.S. MASTERS SWIMMING

## Position Description

<b>Position title</b>	Committee Vice Chair	
<b>Start date / End date or Term length</b>	One year, often extended	Appointed by Chair
<b>Estimated hours/days required per month</b>	5-10 hours per month on average; can be much higher depending on the chair and committee work.	
<b>Reports to</b>	Committee Chair	
<b>Direct Reports</b>	Could be committee members depending on the Chair and how they run this committee.	
<b>Role overview and purpose, and how it relates to the organization's mission</b>		
<p>The primary role of the Committee Vice Chair is to support the Committee Chair and act as committee leader in their absence. The Committee Vice Chair should also seek to gain knowledge of the Committee Chair's responsibilities with the potential goal of replacement in the future. The Committee Vice Chair should also work with the Committee Chair to identify and develop future leaders from current committee members and future committee members from members/delegates that may be interested in serving on the committee.</p>		
<b>Key responsibilities</b>		
<ul style="list-style-type: none"> <li>• Verify and support actions of the Committee Chair</li> <li>• Work with the Committee Chair in creating the operational plan</li> <li>• Assist the Committee Chair in working toward committee goals via the formation and supervision of sub committees and/or work groups.</li> <li>• Communicate with committee members</li> </ul>		
<b>Key deliverables</b>		
<ul style="list-style-type: none"> <li>• Assist and/or lead committee projects as delegated by the Committee Chair.</li> </ul>		
<b>Recommended skills, experience and attributes</b>		
<ul style="list-style-type: none"> <li>• Ability to communicate effectively to both the Committee Chair and committee members</li> <li>• Ability and desire to become Committee Chair in the future.</li> </ul>		

<b>Recommended training</b>
<ul style="list-style-type: none"> <li>• Be informed with prior work done by the committee by viewing meeting minutes posted on the USMS website, committee discussion forum threads and sections of the Rule Book, if applicable.</li> </ul>
<b>Benefits for the volunteer</b>
<ul style="list-style-type: none"> <li>• After successful participation and leadership there is potential to be appointed as a committee chair, special appointment or elected officer</li> </ul>
<b>Benefits to USMS</b>
<ul style="list-style-type: none"> <li>• Contribute to the succession planning needs of the organization as a volunteer who has firsthand experience at the committee level who has worked under the Committee Chair (and knows what is expected) and over committee members (and knows how they work).</li> <li>• Can help lead committee work.</li> </ul>
<b>Other requirements of the role</b>
<ul style="list-style-type: none"> <li>• Be prepared to take on the committee leadership in the event that the Committee Chair is unable to continue serving.</li> </ul>