

ROLE OVERVIEW

The Vice Chair of the LMSC is responsible for assisting the LMSC Chair in managing the operation of the LMSC in accordance with the LMSC's Bylaws and the USMS Rule Book. Along with the Chair the Vice-Chair works directly with the other volunteer officers to ensure that the LMSC is delivering membership needs in accordance with the LMSC Standards policy. The position can also act as a succession planning capacity for the Chair role, or as a successive role after having served as Chair. In the latter case, a former Chair in a Vice Chair role can offer significant assistance to the new Chair, bridging the transition and ensuring a more successful outcome.

KEY DUTIES & RESPONSIBILITIES

- Assist LMSC Chair with chairperson duties when necessary.
- Learn the responsibilities of the LMSC Chair.
- If the person is the former Chair, offer guidance and assistance to the current Chair.
- Assist the LMSC Chair in projects and/or other duties as requested.
- Ability to serve as leader of ad-hoc committees as appointed by the Chair.
- Prepare to take over as chair in the future.

RECOMMENDED EXPERIENCE & SKILLS

- Strong desire to volunteer and champion adult swimming.
- Strong leadership, communication, and management skills.
- Desire to learn and acquire functional knowledge of each Board and Committee position.
- Prior Board experience for at least one year to acquire some history and understanding of the workings of the LMSC

RESOURCES

- VP of Local Operations
- Zone Chair
- USMS Website Guide to Local Operations and Volunteer Central:
 - URL: <https://www.usms.org/volunteer-central>