

Motion 21GC04

New Board of Director Positions mandated by USA-Swimming LSC Bylaws change.

ADMINISTRATIVE VICE CHAIR:

The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming.

FINANCE VICE CHAIR:

The Finance Vice Chair is the chief financial officer of Pacific Swimming (PC). The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for PC working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for PC. The Finance Vice Chair shall prepare an annual budget for PC operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit or review required pursuant to Section 7.4.2 and shall review, or shall cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of PC system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for PC compliance with Section 7.4.2. The Finance Vice Chair shall issue regular reports listing the current budget variances by line item, all expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.

The Finance Vice Chair shall:

- have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of PC;
- cause the moneys, securities and other financial instruments of PC to be deposited in the name and to the credit of PC in such institutions as shall be designated in accordance with Section 6.12 or to be otherwise invested as the Board of Directors may direct;
- cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts; • cause the funds of PC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of PC, and obtain and preserve proper vouchers for all moneys disbursed;

- cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Finance Vice Chair shall determine; • upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of PC or USA Swimming; • cause PC to be in compliance with the requirements of Section 7.4.2;
- have the authority to require from the officers, committee chairs, coordinators, staff or agents of PC reports or statements giving such information as the Finance Vice Chair (Treasurer) may determine to be appropriate or helpful with respect to any and all financial transactions of PC;
- make the books and records available and otherwise fully cooperate with those conducting the annual audit or review of PC accounts and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for posting to the PC website. Additionally, submit these same documents electronically to USA Swimming's national headquarters in accordance with Article 8;
- in general, perform all the other duties incident to the corporate treasury

Not a new BOD position- Job content change due to addition of Finance Vice Chair to BOD.

TREASURER: The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. Except as otherwise directed by Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of PC and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer shall publish monthly balance sheets and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors.