

Position Description - Administrative Vice Chair

The Administrative Vice Chair is a member of the NCS Board of Directors and is elected by the NCS House of Delegates for a two year term. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

The duties and powers of the Administrative Vice Chair are defined by the LSC By-Laws. The Administrative Vice Chair shall attend and participate in all meetings of the House of Delegates and the Board of Directors, and activities necessary to support the Sanctions Committee.

By-Laws

606.7.4 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 have general charge of the business, affairs and property of the division that administers NCS 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, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of NCS' Policies and Procedures Manual. The Administrative Vice Chair shall be responsible to see that the Coach Representative elections are held in accordance with these Bylaws.

607.1.1 Administrative Division - Administrative Vice Chair

- Communications
- Legislation/Elections
- Meet Management
- Membership/Registration
- Officials Committee (Standing Committee)
- Public Relations
- Records
- Sanctions
- Safe Sport Coordinator
- Secretary

Committees

- A. Executive
- B. Finance
- C. Legislation and Election
- D. Sanction (chair)
- E. Ex-officio non-voting member of all Admin Division committees

Position Description - Administrative Vice Chair

Duties

- A. Actively participate in all NCS Board and relative NCS Committee meetings.
- B. In the absence of the General Chair shall act in their place with all the duties and powers of the position
- C. Oversee the committees/sub-committees of the Administrative Division to ensure their functions are properly and promptly carried out.
- D. Approve committee appointments made by chairs for committees in the Administrative Division.
- E. With the General Chair, generally supervise the permanent office staff.
- F. Oversee the election of the coach representative in accordance with the By-Laws
- G. Ensure Administrative Division Committee Chairs submit budget requests to support their programs to Finance Vice Chair/Treasurer as requested