

OFFICE – FINANCE VICE CHAIR

The Finance Vice Chairman is a member of the Board of Directors elected by the Fall House of Delegates (HOD) for two year terms. So long as the member is good standing he or she may serve for 2 consecutive terms if elected.

The duties and responsibilities of the Finance – Vice Chair are defined by the LSC By-Laws in various sections and as requested by the General Chair. The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the HOD and the Board of Directors and as follows:

By Laws

606.7.7 The Finance Vice-chairman is the chief financial officer of NCS. The Finance Vice-chairman shall chair and 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 NCS working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for NCS. The Finance Vice-chairman, with the assistance of the Budget Committee, shall prepare an annual budget for NCS operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-chairman shall cause to be conducted the audit required and shall review, or shall cause the Audit Committee to review, the annual audit 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-chairman is responsible for the adequacy of NCS system of internal financial and accounting controls. The Finance Vice-chairman is the chairman of the Finance and Budget Committees and a member of the Personnel Committee together with the Treasurer, the Finance Vice-chairman is ultimately responsible for NCS compliance with PUBLIC AVAILABILITY OF CERTAIN INFORMATION

607.1.2 Finance Division – Finance Vice Chair

- Finance Committee (Standing Committee)
- Insurance
- Treasurer
- Personnel Committee (Standing Committee)

Committees

- A. Finance (Chair)
- B. Marketing
- C. Personnel
- D. Travel Fund

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Duties

- A. Actively participate in all NCS Board and relative NCS Committee meetings.
- B. Designate along with the Finance Committee, how all funds of NCS not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies.
- C. Designate Signature Authority Determine how all checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of NCS shall be signed by the General Chairman, the Treasurer or other officer or officers or agent or agents of NCS.
- D. Preside over the Audits as needed and required. - The Finance Committee is authorized to, and it shall be its duty to conduct the annual audit of the books of NCS and present the results thereof to the Board of Directors and the House of Delegates.
- E. Preside over the Budget preparation as needed and required. - The Finance Committee is authorized and obligated to consult with the officers, committee chairmen and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairmen and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the committee may request
- F. Preside over the Finance Committee as needed and required - The Finance Committee is authorized and obligated to regularly review NCS's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for NCS and make budget recommendations to the Board of Directors.
- G. Preside over the Investment policy as needed and required. - The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of NCS working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates.
- H. Marketing Committee - The Marketing Committee is authorized to maintain and solicit new NCS sponsors, provide information on swimming to NCS members and the public, and assist NCS.
- I. Make available to the certain information - NCS shall cause to be made available at a reasonable location and time determined by NCS to anyone requesting to see a copy of NCS federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include NCS in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.
- J. Tax – Maintain the 501-(3C) non-profit tax status of the LSC

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- K. Treasurer – Oversee and review the activities of the Treasurer as required by the NCS By-laws.