

JOB DESCRIPTION – NC LSC EXECUTIVE DIRECTOR

Maintain Office

- Maintain LSC records, by-laws, policy manual, meeting minutes, other documents
- Order office supplies as needed
- Order and maintain supplies for LSC activities
- Manage and maintain LEAP requirements and reporting

Communication

- Manage phone and email communications
- Manage website posts/communication
- Organize and distribute information on NCS meets/clinic
- Organize and distribute information on NCS special events

Meet Scheduling and Sanctioning

- Work with technical planning chair on developing meet schedule
- Post meet schedule and issue reminders when sanction requests are due
- Send out late fee notices when necessary
- Send out pre-sanction emails
- Review meet sanctions with sanctions committee.
- Issue meet sanctions
- Enter meets using meet scheduling software
- Enter meets into Officials Tracking System (OTS)
- Send out post-sanction emails for sanctioned or approved meets

Meet Results

- Ensure that meet backup files are sent in on time
- Create meet results files in Meet Manager
- Post PDF and HTML files on the NCS website
- Load results into the SWIMS database
- Troubleshoot meet results and report any problems to club and Times chair
- Send out acknowledgement to club/Times chair when results have been loaded
- Work with clubs to reconcile errors in SWIMS

Website Management

- Work with NCS webmaster to maintain/manage/update website
- Send out posts as needed
- Send out social media posts
- Maintain and update time standards, top times, records, officials' clinics, etc.
- Maintain and update other required reports and/or LEAP information

Travel Fund

- Manage travel fund
- Track participation in qualifying camps/meets
- Check individual registration and meet participation requirements

- Compile travel fund payments by club
- Email clubs list of qualified participants and reimbursement amount
- Send a list of payments by club to NCS treasurer
- Maintain travel fund records

Championship Meets

- Order awards for championship meets
- Create meet information page on the NCS website
- Post meet information, Psych Sheet, Meet Results, etc.
- Work with host club on any problems/issues
- Provide and LSC-related promotional/informational material

Special Events

- **Camps/Clinics/Zone Team/Carolina Crown**
 - Work with managers on site location, hotel, travel
 - Assist as needed with hiring clinicians/outside speakers
 - Arrange ground transportation/airfare as needed
 - Assist as needed with apparel purchases, etc.
- **House of Delegates Meetings**
 - Manage site location, hotel rooms
 - Create and publish HOD schedule
 - Arrange hotel blocks
 - Coordinate with outside speakers/clinicians/etc.
- **Awards Banquets**
 - Coordinate all activities
 - Book facility, arrange for caterers, outside speakers
 - Manage banquet registration
 - Recruit and manage volunteers
 - Order awards/manage awards
 - Prepare slide presentation
- **Swimposiums**
 - Coordinate all activities
 - Book facility, arrange for caterers, outside speakers
 - Manage Swimposium registration
 - Recruit and manage volunteers
- **USAS Convention**
 - Coordinate registration for NCS attendees
 - Coordinate athlete participation at convention
 - Coordinate travel plans and other activities

Miscellaneous Duties

- Special projects, USA Swimming issues
- Solicit sponsorships and website advertising
- Assist BOD members in their duties
- Other duties as directed by the BOD