

POTOMAC VALLEY SWIMMING

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

June 12, 2007

The Organization

Potomac Valley Swimming is the LSC (Local Swim Committee) for the National Capital Area as designated by USA Swimming, the National Governing Body for swimming in the United States. PVS is responsible for the governance and conduct of competitive swimming programs within its geographic territory.

PVS was created as a consequence of the Amateur Sports Act of 1978, the federal legislation that led to the creation of USA Swimming and its designation as the governing body for competitive swimming in the USA. As such, PVS is responsible for implementing the by-laws, policies and procedures of both USA-S and PVS within its territory. Further, PVS administers a competitive swim schedule and provides other valuable services for its almost 9000 members.

PVS has benefited from a long history of growth in participation and now is one of the largest LSCs in the country. In addition, PVS has a higher concentration of competitive swimmers than any comparable geographic area in the US. This participation has resulted in both new opportunities and new challenges in the efforts of PVS to serve its members and to plan for growth and future programming.

PVS is organized as a 501 (c) (3) not-for-profit corporation under the laws of the state of Maryland. It is governed by a 13 member Board of Directors and a House of Delegates that is comprised of approximately 70 members representing its member clubs, athletes and volunteers.

Background

The Executive Director's position is a new one for PVS. Previously, PVS has conducted its business using a combination of volunteer leadership and the services of four contractors who provide special services in the areas of registration, accounting, administration and equipment. In addition, PVS also utilizes the services of paid team managers for special competitions, and pays honorariums to coaches for these meets.

It is the desire of leadership of PVS to add an Executive Director to its staff as part of the overall effort to provide a better quality of service to the members. The current Board of Directors comprises many years of experience and significant capabilities. However, membership growth in recent years has resulted in higher expectations and the volunteer structure is having difficulty meeting these demands. Many proposed and funded programs do not get implemented because the volunteers have been too busy to work on them. The resulting frustration and stress levels are making it even more difficult to recruit volunteers, making these problems even worse.

The goal of the Board of Directors is to continue its policy making and oversight functions, but to delegate many of the day-to-day operating functions to the Executive Director. As a result of this action, the Board members will have more time to focus on policy and strategic planning. Also, they will be available to help the staff implement new programs and to help improve and expand current programs. An important goal in this regard is to improve the quality of the competitive experience for our swimmers and their families.

Executive Director Job Description

The Executive Director's job is primarily one of management of the affairs of PVS. The Executive Director will be the "go to" person for PVS on a daily basis and will be our "face" to the public. The position will require a high degree of adaptability and initiative in order to manage the priorities and programs of PVS. Accordingly, a strong commitment to and background in competitive swimming is essential. Also, the incumbent will serve as chief-of-staff and chief operating officer for PVS and, accordingly, should have appropriate experience in business management, finance, communications, and operations.

The Executive Director will report to the General Chair of PVS and will be responsible to the entire Board of Directors. To the extent feasible, the Executive Director will work closely with members of the Board and other volunteers and coaches to implement and manage the programs of the association. In addition, the Executive Director will be a resource for the 36 member clubs of PVS and is expected to maintain an active relationship with all of them and to be available to assist them as required.

The Executive Director also is expected to be an active participant in the activities and programs of USA Swimming. This includes attendance at various conventions, seminars, and workshops and participation on committees and task forces as requested. PVS wants to create and maintain a high profile in USA-S and the Executive Director will be responsible for promoting these objectives.

Since the Executive Director position may be designated as a part-time position initially, the exact responsibilities and priorities of the Executive Director will be determined on an on-going basis. Part of this assessment will be dependent on the demonstrated level of

skills and productivity of the incumbent. If the initial task assignments can be accomplished efficiently and on schedule, then the Executive Director will have time to address additional responsibilities. Below is a list of possible responsibilities for the Executive Director.

Executive Director Responsibilities

- Manage the affairs of PVS on a daily basis, including oversight of individual contractors and staff members.
- Manage the finances of PVS in accord with the instructions received from the Board of Directors.
- Represent PVS to the members and community at large while seeking to raise the profile and exposure levels of competitive swimming.
- Establish and maintain regular communications with the clubs and members.
- Manage the programs of PVS so that all swimmers and their families will enjoy a high quality experience that is reflective of the culture of competitive swimming.
- Meet face-to-face with representatives of each club at least annually.
- Assure that the policies and procedures of PVS are current and that they are applied properly.
- Work closely with the volunteer leadership to manage and improve the various programs of PVS.
- Establish and maintain a good professional relationship with the owners and operators of the pools that PVS uses in its programming.
- Exhibit and project a high level of personal integrity, unquestioned ethics and inspire confidence in the capabilities and programming of PVS.
- Lead by example in the politics of the organization by avoiding personal bias, and by being proactive to prevent or control personal attacks by others.
- Establish and promote an active marketing program that is designed to attract more competitive swimmers to our clubs, to retain more current swimmers, and to deliver the message of competitive swimming to the public at large.
- Respond to the actions of the Board of Directors by taking the lead to establish new programs and to implement improvements to current procedures and programming.
- Monitor the activities of the volunteer led initiatives and work to assure that these are implemented in a timely and professional fashion.
- Lead the effort to prepare materials for Board, committee and House meetings.
- Maintain a constant vigil to assure compliance with appropriate legal and risk management practices.

Work Conditions

PVS does not maintain a physical office. Therefore, the Executive Director is expected to work from home (or another mutually agreed upon location) and to be available as necessary to support PVS programming. At different times during the competitive year that begins in September, the Executive Director may have to be available on weekends for swim competitions and during the evenings for meetings. At other times, the Executive Director will have considerable flexibility in scheduling.

For an initial time period, the Executive Director's job may be designated as a part-time position. This designation, if made, is intended to permit the Board of Directors and the General Chair to transfer authority to the Executive Director on a gradual basis and, initially, to include responsibility for only limited functions. If the job is designated as part-time initially, the change to a full time position will be dependent on an assessment of the situation as determined by the Board of Directors.

Compensation will be within a range commensurate with the experience and needs of the incumbent. PVS will give priority to candidates who exhibit a need for reduced benefits and who will consider a compensation package that reflects a below market value. Vacation time generally is scheduled during August, the only month without significant local events. However, the Executive Director can schedule limited days-off during the year as the calendar of events will allow.