

# UNITED STATES MASTERS SWIMMING

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## Zone Representative Job Description (July, 2007)

### Introduction

The USMS Zones are the link between the national organization and the Local Masters Swimming Committees. The primary focus of zones should be to assist in the development of projects in-zone that are aimed at strengthening USMS from the local level and fulfilling the Core Objectives. The purpose of the Zone Representative Job Description is to list and maintain in one place all of the duties of the job of Zone Representative to the USMS Board of Directors. This job description refers to those tasks that are the responsibility of the zone rep and shall be performed regardless of the nature of internal zone operations. Where appropriate, the zone rep may delegate performance of these tasks to other members of the zone.

### National Level Duties

National level duties are those duties which the zone rep is required to perform in order to fulfill their responsibilities as a member of USMS corporate structure.

1. File an Annual report on zone activities, which will be published in the convention packet.
2. Prepare listings for the meet calendar page of USMS Swimmer.
3. Participate in conference calls, discussions and activities of the Zone Committee.
4. Develop and maintain USMS Election Operating Guidelines.
5. Participate in the running of national elections.
6. Attend the Annual Meeting of USMS.
7. Attend the Annual Meeting of the USMS Zone Committee.
8. Vote on issues presented to the USMS for approval.
9. Maintain current membership in USMS.
10. Participate in the development of core objective related projects for in-zone implementation.

### Zone Level Duties

In order to effectively link the national and local levels of USMS, zones must have strong leadership, organizational structure, member participation in zone projects, and year-round attention to zone and LMSC needs. The Zone Representative shall:

1. Direct the implementation of projects as developed by USMS committees.
2. Conduct zone meetings held in conjunction with the annual meeting of the House of Delegates.
3. Conduct regular zone meetings (face-to-face, by conference call, by email, or any other method of communication). Frequency is dependent on zone activities and LMSC needs, but one meeting per quarter is recommended.
4. Organize elections for zone representative as well as zone officers, as necessary.
5. Conduct nominations for At-Large Directors from zone.
6. Maintain minutes of all zone meetings and forward them to the zone chair and/or national office as appropriate.
7. Maintain records of zone expenses during the year.
8. Maintain records of other zone activities and forward to the national level or zone archives as appropriate.
9. Develop and maintain policies or guidelines for internal zone operations.
10. Implement and maintain a zone leadership development plan that enables and enhances the performance of zone activities and support for the member LMSCs.
11. Recognize member contributions to the work of the zone and LMSCs.
12. Direct the awarding and implementation of zone championships, as desired.
13. Execute any other duties as determined by members of the zone.

### LMSC Liaison Duties

The task of zone representatives is to serve their constituents needs as follows:

1. Communicate with LMSC Officers and other leaders in the zone a minimum of once per quarter through newsletters, emails, and/or zone web sites.
2. Mentor LMSC officials within the zone in the performance of their duties and execution of their responsibilities to their members.
3. Facilitate the resolution of disputes on the local level within or between LMSCs. Consult with and report all such actions to the zone chair.
4. Ensure that educational and membership-building products and services developed on the national level are delivered to the LMSCs for their benefit.
5. Educate the LMSCs to the benefits of and the utilization of USMS Core Objectives in their every day operations.
6. Act as a conduit for two-way information flow between the national and local level.
7. Educate convention delegates concerning the important issues that will be discussed at the next convention.
8. Assist the national office in obtaining reports and other required communications from LMSCs.
9. Assist in the support of all LMSCs as needed.