



Zone Chair Description

Position title	Zone Chair	
Start date / End date or Term length	Term limit: two consecutive 2-year terms followed by a lapse of at least two years.	Elected in odd years during the Annual Meeting by the Zone delegates in attendance.
Estimated hours/days required per month	Five or more hours per month depending on the chair's initiative and the Zone's size and scope of operations.	
Reports to	VPLO	
Direct Reports	LMSC Chairs	
Role overview and purpose, and how it relates to the organization's mission		
The Zone Chair acts as an information conduit between the national and LMSC levels of USMS, facilitates mentor relationships within the Zone, and oversees Zone operations.		
Key responsibilities		
<ul style="list-style-type: none"> • Prepare agenda and preside over the Zone meeting affiliated with the USMS Annual Meeting and any other Zone meetings called. • Enhance two-way communication with LMSC leaders and communications among LMSCs within the Zone's boundaries. • Cultivate LMSC governance best practices, namely, achievement of LMSC Standards. • Manage the maintenance of and adherence to written Zone policies, if any. • Oversee Zone-related expenditures and LMSC contributions and reimbursements. • Support and act as a resource for LMSC officers and help avoid or troubleshoot problems. • Opportunistically facilitate mentor relationships between LMSC leaders and potential inter-LMSC role coverage when appropriate. • Proactively promote USMS programs and events. • Direct the solicitation and selection of host venues for Zone Championships. • Solicit nominations and coordinate voting for any Zone awards. • Actively participate on the national LMSC Development Committee, if appointed by the USMS president. • Encourage LMSCs to appoint delegates for the USMS Annual Meeting and to send volunteers to the USMS Volunteer Relay. • Appoint and delegate tasks to Zone Vice Chair, as needed. • Appoint Zone Webmaster, as applicable. • Appoint Zone Newsletter Editor, as applicable. • Appoint Zone Records Tabulator, as applicable. • Appoint Zone Treasurer, as applicable. • Appoint ad hoc Zone Chair Election Coordinator. • Monitor and contribute to the Zone Forum in the online USMS Community. 		

Key deliverables
<ul style="list-style-type: none"> • Effectively fulfill the key responsibilities described above. • Submit a Zone report and meeting agenda for the USMS Annual Meeting packet.
Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Ensure that Zone meeting minutes are approved and published as necessary. • LMSC leadership experience. • USMS annual meeting delegate experience. • Knowledge of USMS rules, policies, and programs. • Strong communication and people skills.
Recommended Training
<ul style="list-style-type: none"> • Learn the differences and similarities among the LMSCs in the Zone. • Review the Zone policies. • Review the LMSC Standards. • Learn the basics of Robert’s Rules of Order.
Benefits for the volunteer
<ul style="list-style-type: none"> • Exposure to various perspectives and the opportunity to work and build relationships with LMSC and national-level volunteer leaders and USMS staff. • Opportunity to obtain governance experience that is transferable to careers or other pursuits.
Benefits to USMS
<ul style="list-style-type: none"> • Greater mutual understanding and respect between national and regional governance leaders. • Inexpensive, volunteer help maintaining and promoting the value and uniformity of USMS’s brand, governance practices, and membership benefits across LMSCs. • Identification of Masters club and event development leads for USMS’s professional staff.
Other requirements of the role
<ul style="list-style-type: none"> • Attend USMS Annual Meeting. • Attend USMS Volunteer Relay. • Solicit bids for USMS national championship and Zone championship pool and open-water events.