



ROLES AND RESPONSIBILITIES

Position	Key Responsibilities
Executive Director	<ul style="list-style-type: none"> • Reports to the Board of Directors via the President • Key spokesperson for the organization • Responsible for the management of all business and affairs of Swim NS, including the budget • Develops and advises the Board on Swim NS policy, ensures the policies and resolutions of the Board of Directors are carried out • Oversees all program planning, design, development, and delivery • Responsible for all human resource management and supervision of Swim NS • Designated liaison with the Provincial Government, Sport NS, Swimming Canada, and other sport governing bodies • Responsible for annual government reporting, evaluation, and grant application • Assists and advises local communities in development of swimming facilities • Club consultant for governance, policy development, parliamentary processes, employer responsibilities and coach retention, including management of club development and education • NCCP management • Officials development and oversight • Responsible for membership compliance • Designated competition host support, administration, management, and rules interpretation • Awards program management
Technical Director	<ul style="list-style-type: none"> • Lead Technical employee of Swim NS • Reports to the Executive Director • Responsible for the development and direction of Swim NS technical strategy and programming • Responsible for the development and application of athlete ID tracking and reporting programs • Technical report development and coach technical communications • Technical committee(s) leadership • Provincial competition strategy, provincial standards development, and championship technical conduct • Coaching professional development and mentorship lead • Technical lead for all selects teams and tours
Board of Directors	<ul style="list-style-type: none"> • To uphold Swim NS constitution, bylaws, policies, and values • To provide the leadership and direction to implement, monitor, review, and update the Swim NS Strategic Plan • To review and recommend changes to the policies of Swim NS • To receive and approve the operating budget