

**2104MR01:** Move to add to the job descriptions of the General Chair and Admin Vice Chair the following statement.

**“The General Chair is an authorized to sign on Pacific Swimming Bank and Investment Accounts.”**

**“The Admin Vice Chair is an authorized to sign on Pacific Swimming Bank and Investment Accounts.”**

This is designation is reflected in Article 6.11.1 of the bylaws.

**2104MR 02:** Move to amend the job description or duties of the Finance Vice Chair by deleting all the lines starting with “The Finance Vice Chair shall:”. The initial paragraph provides an accurate description of the duties of the Finance Vice Chair with the following changes:

1. **“The Finance Vice Chair is ultimately responsible for PC Pacific Swimming compliance with Section Article 7.4.2 and Article 8.”**
  - Article 8 of Pacific Swimming Bylaws specifies the financial documents that Pacific Swimming submits annually to USA Swimming per the affiliate Agreement and USA Swimming Corporate Bylaws.
2. **“In addition, the Finance Vice Chair shall cause to be conducted the audit or review required pursuant to Section 7.4.2 and shall prepare the annual and quad budgets and shall review, or shall cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates.”**
  - Pacific Swimming, unlike other LSCs, has our bank statements reconciled and financial statements reviewed monthly by an outside accountant. The finance committee which consists of representatives from each Zone and a board appointed at large member, has been in existence since 2011. The Audit committee, which I once chaired, is no longer a viable committee. USA Swimming does not require us to have an Audit Committee or complete the LSC Financial Assessment Program (although we internally review the assessment program every 2 years).
  - Job description should designate the Finance Vice Chair as the individual who is responsible for the annual and quad budget.
3. Add, after the last sentence, **“The Finance Vice Chair shall serve as the Chair of the Finance, Investment and Budget Committees.”**
4. Add **“The Finance Vice Chair is an authorized to sign on Pacific Swimming Bank and Investment Accounts”**

The deleted paragraph is frankly a little overwhelming. The duties outlined are repetitive of the ones outlined in the first paragraph, Pacific’s bylaws and the duties of the treasurer.

**2104MR 03:** Move to amend the description of the duties of the Treasurer.

**TREASURER:** The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. Except as otherwise directed by Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of ~~PC~~ **Pacific Swimming** and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer shall publish monthly ~~balance sheets~~ **Statements of Financial Position and Statements of Activities Budget Performance** and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors.

**Add:** **"The Treasurer is an authorized to sign on Pacific Swimming Bank and Investment Accounts"**

- The changes reflect a more accurate list of the reports the Treasurer prepares monthly.
- It is unknown, at this time, weather or not the Nominating Committee has selected a new volunteer Treasurer. If the position is taken by staff or by an accounting service, the authorized signer statement may need to be revised.