



USA Surfing, Inc.  
1001 Avenida Pico  
Suite C229  
San Clemente, CA 92679  
T – 949.391.1010  
info@usasurfing.org  
www.USASurfing.org

## **USA Surfing (National Governing Body for Surfing in the U.S.)**

*(posted to usasurfing.org 03/15/2020)*

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### **POSITION DESCRIPTION**

**POSITION TITLE:** Chief of Operations

**REPORTING TO:** Board of Directors

**POSITION LOCATION:** San Clemente, California

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### **SCOPE OF POSITION**

Under the direction of the Board of Directors and in tandem with the Chief Executive Officer of USA Surfing (USAS), the Chief Operations Officer manages governance and compliance matters of the NGB, supports compliance efforts related to key stakeholders, including the U.S. Olympic and Paralympic Committee (USOPC), provides financial/fundraising management, event management, human resource management, and develops/implements programs to ensure growth of the sport in alignment with the National Governing Body's (NGB's) mission.

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### **ESSENTIAL FUNCTIONS AND DUTIES**

#### **Chief Operations Officer Governance/Compliance**

- Train Administrative Assistant to ensure annual Conflict of Disclosure forms are completed by the Board, committees and staff members, and then COO will forward any conflicts disclosed to be reviewed by the Ethics Committee
- Manage governance policies, including bylaws, financial policy, travel policy, records and retention policy, etc.
- Manage committee meeting logistics and planning and onboarding and training for board and committee members
- Manage competitors Codes of Conduct and train Administrative Assistant to audit, file and ensure compliance by all competitors
- Manage Nominating and Governance Committee with Board of Director, USOC AAC and other applicable committee elections, ensuring 20% athlete compliance
- Ensure the most recent versions of the organization's governing documents, policies, 990s, audited financial statements, and board and committee minutes are updated to the website in a timely fashion
- Ensure organization's incorporation and tax exemption are in good standing and complete all necessary reports on a timely basis
- Plan Board of Directors meetings with Board Chair and CEO
- Prepare Board documents and reports

#### **Finance/Reporting**

- Work with CEO in preparation of annual budget and accounting operations, including record keeping
- Work with CEO and Admin Assistant to coordinate and complete all USOC reporting requirements, e.g. performance agreements, grant tracking/management, diversity reports, compliance documents and audits etc.
- Manage employee payroll and human resources
- Fundraising, large donor programs and giving campaigns

#### **Anti-Doping/SafeSport/Grievance Management**



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- Oversee and track grievance/complaint process and management, including referral to appropriate entities e.g. U.S. Center for SafeSport, law enforcement, U.S. Anti-Doping, USAB Judicial/Ethics Committee, USOPC as necessary
- Oversee and ensure compliance with USOPC Athlete Safety Policy
- Ensure necessary SafeSport education and training and background checks for all applicable individuals occurs in a timely manner and coordinates with Admin Assistant to follow up and ensure compliance
- Oversee and ensure compliance with USADA's Registered Testing Pool (RTP) requirements and coordination of education and training opportunities for athletes

## **Event/Member/Other Services and Support**

- Serve as Beach Marshal for West Coast events
- Develop parameters for USA Surfing members, and sanctioning member organization events
- Work with CEO and publicist on member communication efforts
- Recruit, screen and manage volunteers and interns
- Write Grant applications and apply for grants
- Develop official surf school program
- Develop an employee handbook
- Update and publish the competition rulebook in collaboration with the CEO
- Other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree or commensurate experience.
- Minimum of ten years experience in nonprofit sports organization administration/management
- Minimum of five years nonprofit sports organization board experience
- Ability to work under pressure and meet deadlines.
- Ability to manage staff efficiently and effectively.
- Proficient computer skills, including MS Word, Excel, PowerPoint, Quickbooks, Google Mail, Google Calendar and knowledge relevant to evaluating, launching, managing and training staff on new software products, as needed for items such as event registration, membership, compliance tracking, etc.
- Excellent oral and written communication skills.
- Extremely well organized, able to work independently and to manage multiple projects.
- Ability to work independently and cooperatively as part of a team.
- Ability to initiate, coordinate, and organize projects and tasks through to completion accurately and on time.
- Ability to work a flexible schedule that may include non-traditional work hours.
- Knowledge of the Olympic and Paralympic movements, the organization and its structure.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Position requires the ability to sit for prolonged periods of time. Light lifting and carrying may be required as well as occasional walking, standing and/or bending. Continuous hand use and finger dexterity needed to use computer keyboard and operate standard office equipment. May perform some occasional pushing and pulling; and use of hand and foot controls for driving. This position also requires the ability to have near vision for reading correspondence, reports, contracts and other records. Good hearing is required when communicating on the telephone or in person.

**USA Surfing, Inc., is an equal opportunity employer, and is committed to inclusion and a diverse workforce.**

**Email cover letter and resume to [info@usasurfing.org](mailto:info@usasurfing.org) by March 26, 2020**

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