**Administrative/Compliance Manager Job Description**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>ADMINISTRATIVE/COMPLIANCE MANAGER</th>
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<tbody>
<tr>
<td>SUPERVISION:</td>
<td>Reports to Executive Director</td>
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<tr>
<td>TYPE OF POSITION:</td>
<td>Contract</td>
</tr>
<tr>
<td>HOURS:</td>
<td>15 hours/week</td>
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<tr>
<td>SALARY:</td>
<td>$20,000yr</td>
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<tr>
<td>POSITION LOCATION:</td>
<td>Flexible</td>
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**SCOPE OF POSITION**

Under the direction of the Executive Director, the Administrative/Compliance Manager provides support in the areas of governance, athlete safety for USA Boccia. The manager will be a key liaison with the U.S. Olympic and Paralympic Committee (USOPC) and the Center for SafeSport for continued integration of new policies such that USA Boccia remains in compliance with the USOPC.

**ESSENTIAL JOB FUNCTIONS:**

**Governance/Managerial**

1) Coordinating with the Bylaws Committee and the Governance Committee to ensure that the latest conduct for your employees, members, board of directors and officers is up to date and presentable.
2) Coordinating with Bylaws Committee when bylaws are amended and making sure that amended bylaws are posted on the USA Boccia website in a timely manner.
3) Ensure that USA Boccia is compliant with insurance requirements.
4) Track and submit data and information on the participation of women, individuals with disabilities and racial and ethnic minorities in USA Boccia athletic activities and administration.
5) Submit to the USOPC for review and approval a plan to encourage the participation of men, women, individuals with disabilities and racial and ethnic minorities in your amateur athletic activities and administration and update this plan when necessary.

**Financial Capability**

1) Ensure that USA Boccia’s three most recent IRS Form 990s are posted on the USA Boccia website.
2) Ensure that USA Boccia’s three most recent annual audited financial statements are posted on the USA Boccia website.
3) Maintain for disclosure USA Boccia’s written financial policies and procedures.
4) Work with the Treasurer of the Board of Directors to prepare quarterly financial statements to the Board and the Executive Director.
5) Track use of USOPC funds to ensure that said funds are spent in accordance with the funding agreements. Prepare a report of this spending.
Due Process and Athlete Representation

1) Maintain current procedures for the prompt and equitable resolution of grievances of USA Boccia members.
2) Lead and maintain proper representation for a Paralympic Sport Advisory Committee.

SafeSport

1) Track and maintain SafeSport compliance.
2) Build and maintain a background check process and database.

Antidoping

1) Maintain an up-to-date version of USOPC National Anti-Doping Policy and of the United States Antidoping Agency (USADA) Protocol on the USA Boccia website. Alert membership including coaches as to these policies.
2) Unless otherwise agreed by USADA, at least quarterly provide the USADA with an updated list of athletes, proposed by your National Governing Body, to be included in the USADA RTP. With respect to each athlete on such list and such additional athletes as may be designated by USADA for inclusion in the USADA RTP, provide USADA with initial contact information which shall, at a minimum, include accurate residential, mailing and email addresses (if available) and phone numbers for each athlete.
3) Identified staff member to act as a liaison with USADA.

How to apply?

Email the following to usabocciajobs@gmail.com: a letter of interest, a resume and three letters of reference by February 15, 2020.