**[Insert NGB/AAG Name] Athlete Representative Job Description**

**Overview:** The [Insert AAC/AAG Name] serves as the representative group and voice of [Insert NGB/AAG Name] athletes. The [Insert AAC/AAG Name is an advisory council with the primary responsibility of communicating athletes’ concerns and issues to the [insert NGB Name or USOPC for AAG], as well as communicating information from the organization directly to elite athletes. This group is charged with keeping the organizations abreast of any current issues from the athletes and advocating on behalf of the athletes’ voice. (*\*The following sentence is only applicable to NGB AACs\**) The [Insert NGB AAC Name] is also the group charged with appointing all athlete representatives on all NGB committees, working groups and task forces.

* **Composition:** [Insert relevant information from the Bylaws or Charter]

**Athlete Representative’s Role & Responsibilities**

* Be familiar with your NGB’s bylaws, the USOPC bylaws, the AAC Charter, the Ted Stevens Olympic and Amateur Sport Act, and various other policies affecting athletes’ rights
* Understand the athlete pool you represent and work to engage with the athletes
* Actively attend [Insert AAC/AAG Name]meetings and relay information to the identified athlete pool
* Proactively reach out to your constituents enabling athletes to freely comment on policies/procedures
* Consistently communicate with your [Insert NGB/USOPC] and other key stakeholders on matters impacting athletes
* Synthesize athletes’ feedback on policies and procedures and provide input to the relevant party
* Provide an avenue for athletes to voice their concerns

**Requirements:** [Insert relevant information from the Bylaws or Charter as well as consider any exceptions or waivers granted by the USOPC Athlete Representation Working Group)

**Preferred Skills:**

* Strong reading comprehension skills
* Strong communication skills
* Detail oriented
* Interest in governance and advocacy

**Time Commitment:**

* **Meeting**s: [*Add meeting cadence information]*
* **Outside of Meetings:**
	+ Volunteer for and actively participate in task forces, committees and initiatives
	+ [*Add other relevant information ]*