



U.S. MASTERS SWIMMING

Position Description

Position title	Committee member	
Start date / End date or Term length	One year, often extended	Appointed by USMS President
Estimated hours/days required per month	Varies. Expect 1-2 hour conference calls once a month or every other month for the general committee work and more often if working on a subcommittee or task force. Some committees conduct supporting business using the Discussion Forums and email, or through independent committee task assignments.	
Reports to	Committee Chair, Committee Vice Chair	
Direct Reports		
Role overview and purpose, and how it relates to the organization's mission		
The effective committee member works with the Chair, Vice Chair and other members of the committee to reach goals set by the committee and the USMS Strategic Plan. Committee members with subject matter experience are often recruited to serve on subcommittees or task forces formed to work on specific tasks.		
Key responsibilities		
<ul style="list-style-type: none"> • Committee members should respond to correspondence from the Chair and other committee members in a timely fashion. • Committee members should accept responsibilities when the Chair is delegating tasks. • Committee members must have the approval of the Committee Chair before incurring any expenses on behalf of the committee. Receipts for the expenses must be saved and submitted with a reimbursement form to the Committee Chair. • Committee members should understand the purpose of the committee and its relationship to the overall goals of USMS. • Committee members should have experience in the committee's subject area from the Club, LMSC and/or National level that will assist the committee in reaching its goals. • Committee members work successfully with others and help to make decisions that are best for USMS. 		
Key deliverables		
<ul style="list-style-type: none"> • Complete assigned committee projects or tasks in expected timeframes. 		

Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Develop an understanding of the committee’s purpose and its relationship to the overall goals of USMS. • Knowledge or experience specific to the committee’s subject area from the Club, LMSC and/or National level that will assist the committee in reaching it goals. • Prior committee experience at the local or national level.
Recommended training
<ul style="list-style-type: none"> • Be informed with prior work done by the committee by reviewing meeting minutes posted on the USMS website, committee discussion forum threads and sections of the Rule Book, if applicable.
Benefits for the volunteer
<ul style="list-style-type: none"> • The knowledge that they were selected because they possess specific skills/experience that USMS deemed most valuable for the success of the committee. • After successful participation, a committee member may be recommended for future leadership roles within the committee or elsewhere in the organization.
Benefits to USMS
<ul style="list-style-type: none"> • The committee member’s active participation helps the committee and USMS reach their goals. • Committee member efforts often create and support valuable products or services that could have a significant cost if the work was contracted.
Other requirements of the role
<ul style="list-style-type: none"> • Willing to commit the time and energy needed to enable successful committee results.