



U.S. MASTERS SWIMMING

Position Description

Position title	LMSC Secretary	
Start date / End date or Term length	Ongoing	Elected position, term varies by LMSC.
Estimated hours/days required per month	5 - 10 hours per month	
Reports to	LMSC Chair	
Direct Reports	none	
Role overview and purpose, and how it relates to the organization's mission		
<p>The LMSC Secretary is responsible for effective, informative and timely communications to the membership either through direct communications such as email and Facebook or indirectly by recording and publishing meeting minutes. These actions enhance the ability of the LMSC to promote the swimming opportunities available for the adult membership to maintain their health, wellness, and fitness and to participate in competitive events. The LMSC Secretary also acts as the custodian of historical records and decisions regarding policy and monetary expenditures so that LMSC members can see that the board and delegates are acting on their behalf.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Keep the minutes of all meetings of the LMSC and make the minutes available to the membership (or to the webmaster, for posting on the LMSC web site). • Ability to fairly summarize group discussions • Send a copy of the annual meeting minutes to the national USMS office, no later than April 30th of the following year. • Maintain current LMSC Bylaws and keep a record of all changes in the Bylaws. • Compose and send out timely periodic membership email communications covering upcoming events (meets, special events, clinics, open water swims, social events, new club practice information, LMSC news, and other pertinent Masters swimming related information). • Develop and maintain the Annual Board of Directors Working Calendar and submit to the webmaster for posting on the LMSC website. • Maintain and post events on an LMSC Facebook page. • Own all organizational and governing documents, including Bylaws. 		

Key deliverables
<ul style="list-style-type: none"> • Maintain the archive of approved LMSC meeting minutes, policies, bylaws, and other governing documents. • Publish annual LMSC Board working calendar. • Maintain current email distribution list for member email communications.
Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Computer and communication skills • Effective use of email and word processing software.
Recommended training
<ul style="list-style-type: none"> • Attending meetings as a club representative before becoming an officer is recommended to become familiar with meeting protocol and expected responsibilities • Secretaries should be given guidance on how to record discussions, i.e. how much detail to include in the minutes.
Benefits for the volunteer
<ul style="list-style-type: none"> • Better understanding of LMSC responsibilities • Provides the volunteer the opportunity to interact directly with their fellow LMSC Masters swimmers while supporting the events and practice opportunities offered within the LMSC.
Benefits to USMS
<ul style="list-style-type: none"> • Directly supports the USMS Mission and strategic plan by creating and enhancing membership value and service. Promotes an individual connection for the member to the USMS/LMSC community. • Contributes to LMSCs meeting state incorporation requirements for annual meetings and recording official minutes.
Other suggested requirements of the role
<ul style="list-style-type: none"> • Succession planning to recruit a capable successor for handling your role and responsibilities.