



U.S. MASTERS SWIMMING

Position Description Template

Position title	USMS Liaison to USA Swimming	
Start date / End date or Term length	Ongoing	Appointed, serving at the pleasure of the President of US Masters Swimming
Estimated hours/days required per month	At least 12 days away from home per annum and up to a couple of hours per month reading written material from USA Swimming.	
Reports to	President, US Masters Swimming	
Direct Reports		
Role overview and purpose, and how it relates to the organization's mission		
<p>The purpose of this liaison is to maintain open communications between USMS and USA Swimming at the Board of Director and Executive Director level to understand, forestall, or ameliorate conflicts and misunderstandings that may arise between the two organizations. A written document (contract) between USMS and USA Swimming dated April 19, 1978 covers this mutual agreement and is in the USMS corporate files.</p>		
Key responsibilities		
<p>The key responsibility of this liaison is to maintain open and honest communications at the board level with USA Swimming; that the integrity of USMS and its liaison remain above reproach; that "closed session" confidential USA Swimming board considerations are not disclosed without the written permission of the president and/or the executive director of Swimming.</p>		
Key deliverables		
Skills, experience and attributes		
<p>It is important to have the ability to listen and distill the information generated by USA Swimming which is or might be useful to USMS, and conversely, to be able to offer suggestions where USMS might assist USA Swimming. Previous BoD experience would be an asset.</p>		

Recommended training
Familiarity with USA Swimming organization
Benefits for the volunteer
This position provides insight into the workings of USA Swimming, one of the best organized national governing bodies (NGB) in the country, if not in the world. At seven times the size of USMS, it provides an opportunity to experience observing corporate operations of a non-profit at a more complex level.
Benefits to USMS
This liaison maintains at the board of director level access to the operations, programs, problems to avoid, opportunities to investigate, shared commonality and mutual assistance and the understanding that neither organization is trying to “blind side” nor undercut the other.
Other requirements of the role
<ul style="list-style-type: none"> • USMS member serving as this liaison must be a member in good standing of USA Swimming and be willing to undergo periodic background checks, complete athlete protection education courses and be a financial contributor to the USA Swimming Foundation as an ex-officio member of the USA Swimming Board of Directors. The liaison must be able and willing to attend at least 3 to 4 USA Swimming weekend BoD meetings a year (Jan., Apr/May, Sep/Oct and Nov. away from home plus any conference call board meetings called during the year. • The liaison is expected by the USA Swimming BoD to submit a short report at board meetings highlighting programs and advances common to both organizations that are not of a confidential or controversial nature. • Liaison must be willing to provide timely written reports covering USA Swimming board meetings to the USMS president. • Submit an annual budget to include the annual USA Swimming individual membership fee (if not a life member), travel expenses and any hotel, rental car/shuttle expenses incurred to attend these meetings. • Submit an annual report to the USMS House of Delegates at the annual meeting. • A willingness to be away from home and family for 9 to 12 days a year in addition to the annual convention and USMS BoD meetings.