



U.S. MASTERS SWIMMING

Position Description Template

| | | |
|--|---|---|
| Position title | USMS Director – USMS Board of Directors | |
| Start date / End date or Term length | 2 year term, 2 term limit, At-large directors elected in even numbered years, officers in odd | Elected by the House of Delegates, at the annual meeting. |
| Estimated hours/days required per month | Generally 2 weekend meeting per year, plus the annual meeting, plus monthly conference calls. Each meeting requires the member to prepare by thoroughly reviewing all meeting materials. Additional duties depend on other work of the board accepted by the member and other events that require board involvement. Excluding meetings estimated hours per month is 10+. | |
| Reports to | USMS President | |
| Direct Reports | None | |
| Role overview and purpose, and how it relates to the organization’s mission | | |
| <p>The role of the Board of Directors is described in USMS Organization and Bylaws Article 506. The Board and by extension, board members, are responsible for keeping USMS on mission.</p> <p>The U.S. Masters Swimming (USMS) board of directors is responsible for: 1) monitoring the fiscal and organizational soundness of USMS; 2) providing strategic direction to USMS while keeping the organization’s mission and values at the forefront; 3) establishing policies to lead and control the organization; and 4) representing the organization to the public and USMS members.</p> <p>Individual board members are responsible for: 1) being well informed about USMS and the environment in which it operates; 2) being prepared and actively participating in Board meetings; 3) being loyal to USMS; 4) avoiding or disclosing conflicts of interest; 5) supporting board decisions; and 6) promoting the organization’s mission, objectives, goals and programs in the community.</p> <p>The board is not responsible for: 1) hiring, evaluating or firing staff, other than the Executive Director; 2) involving itself in the organization’s day to day operations; or 3) taking actions as individuals or sub-groups that represent changes in fiscal, personnel or program policies without formal action by the full board.</p> | | |

Key responsibilities

Specific key responsibilities include:

Fiduciary: Oversight and Inquiry

- Ensure efficient and effective use of resources and fiscal accountability
- Recommend an annual budget to the House of Delegates
- Review and approve major program plans and organizational policies
- Comply with the internal laws of the organization
- Ensure compliance with federal, state and local laws
- Monitor organizational results
- Hire/fire the Executive Director and establish boundaries for him/her
- Evaluate the Executive Director's performance and determine compensation
- Assess the Board's performance
- Ensure sound risk management policies and succession planning
- Use reasonable care in the decision-making process

Strategic: Planning and Thinking

- Keep the organization's mission relevant
- Analyze internal and external environments
- Help identify and frame emerging issues
- Innovate and modify the strategic plan
- Set the overall direction, goals and policies for the organization

Develop/Maintain Relationships

- In keeping with the organization's mission and strategic plan, establish external relationships for the purpose of generating revenue and opportunities
- Understand and help generate revenue strategies for the organization
- Help generate other resources (e.g. volunteers, relationships)

Key deliverables

Recommended skills, experience and attributes

- The key skill/attribute of board members is leadership.
- Experience as an active volunteer and leader in your club, LMSC, as a member of the USMS House of Delegates, and as a national level volunteer on committees and task forces
- Professional expertise in the areas of leadership, law, technology, finance, governance, human resources, and fund raising are helpful
- Experience with non-profit and national governing boards is a plus
- Patience and perspective (big picture).

| |
|---|
| Recommended Training |
| <ul style="list-style-type: none"> • USMS Board orientation training • Generalized training courses and reference materials/books on: 1) Non-profit boards, 2) Leadership, 3) Governance, 4) Strategic Planning/Thinking, and 5) Interpersonal and Business Communication |
| Benefits for the volunteer |
| <ul style="list-style-type: none"> • This position provides insight into the workings of Masters Swimming and allows the volunteer the opportunity to influence decisions at the highest levels of the organization. • The position provides the volunteer with the opportunity to grow leadership skills. • The position provides the volunteer with perceived authority within our membership. |
| Benefits to USMS |
| <ul style="list-style-type: none"> • Board members determine the direction of USMS. • Well informed, creative, leaders on the Board will determine the ultimate success of Masters Swimming. |
| Other requirements of the role |
| |