



U.S. Masters Swimming

LMSC Secretary

Peer-to-Peer

November 4, 2021 Webinar

LMSC Development Committee
Peer-to-Peer Webinar

LMSC Development Facilitators



Linda Chapman swims with Puget Sound Masters in the Pacific Northwest LMSC. Linda currently serves on the USMS LMSC Development committee as well as serving as Chair of the Pacific Northwest LMSC.

Kris McPeak swims in Pasadena, CA. Kris currently serves on the Mentorship Team for the USMS LMSC Development committee.

Katherine Olson swims with the Sioux Falls Prairie Masters team in Sioux Falls, South Dakota and is the Communications Chair for the South Dakota LMSC. Katherine currently serves on the Mentorship Team for the USMS LMSC Development Committee.



Membership Coordinator Facilitators

Carrie Stolar swims and coaches for Minnetonka Masters. Carrie currently serves as the co-chair of the Minnesota Masters Coaches Committee and chairs the Adult Learn to Swim Committee. She is a past secretary of Minnesota Masters. On a national level, she chairs the ALTS Programming Committee and was the At-Large Director for the Breadbasket Zone from 2018 - 2021 and was recently elected to the position of USMS Secretary.

Welcome Everyone!



- The webinar will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be muted throughout the presentation
- You can submit questions to the moderator via the Q&A 'Chat' window





Peer-to-Peer Webinars

Annual session hosted by LMSC Development and any relevant national committee for a specific LMSC role focused on establishing and growing mentoring relationships.

<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls> Upcoming Schedule (subject to change):

9/30 – LMSC Membership Coordinator

11/4 – LMSC Secretary

12/2 – Event Hosting (Sanctions, Officials, Safety, Top10 Recorder, etc.)

1/6 – LMSC Leadership (Chair / Vice-Chair)

2/4 – LMSC Diversity & Inclusion Coordinator

3/3 – LMSC Treasurer

4/7 – LMSC Awards & Recognition

5/5 – LMSC Coach & Club Development

6/2 – LMSC Communication

6/30 – LMSC Results & Records

7/7 – LMSC Hall of Fame

8/4 – LMSC Community Service

LMSC Development Facilitators



Linda Chapman



Kris McPeak



Katherine Olson



USMS Secretary



Carrie Stolar



Agenda

- LMSC Secretary Role Description - Linda
- Thoughts on Being a Board Secretary – Carrie / Greg
- Peer Discussion / Q&A – share issues, identify resources
- Peer-to-Peer Relationship Building Exercise – Kris & Katherine
- Wrap-Up
- Resource Links

LMSC Secretary Role Description

ROLE OVERVIEW

- The LMSC Secretary's purpose is to document outcomes of LMSC meetings and actions, and to act as official record keeper of LMSC communications and governance documents.

KEY DUTIES & RESPONSIBILITIES

- Maintain all records and documentation so that LMSC members can see that the LMSC board, officers, and annual meeting delegates are acting on their behalf.
- Record and organize the minutes of all meetings of the LMSC and make the minutes available to the membership.
- Submit 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. • Maintain other governing and policy documents.

RECOMMENDED EXPERIENCE & SKILLS

- Ability to fairly summarize board meetings and disseminate to members via meeting minutes.
- Strong computer skills.
- Understanding of governing principles of United States Masters Swimming.

Thoughts on Being a Board Secretary



Peer Discussion / Q&A

- What Issues are you having?
 - Is this a USMS issue, or do you need additional resources/training?
- What questions do you have?
 - Is this a USMS question, or can we answer it for you?

P2P Relationship Building Exercises

- We want to connect each LMSC Secretary with 1-3 Peers in other LMSCs
- Fill out online survey (email forthcoming to all LMSC Secretaries with link)
 - Your contact info
 - How Often does your LMSC hold meetings?
 - Does your LMSC offer in-person meetings?
 - Does your LMSC offer zoom meetings?
 - Do you collect “conflict of interest” statements from your LMSC Board Memebers?
 - Any challenges?
- LMSC Development will send you contact information for your Peer(s), along with some suggested conversation starters – we recommend you do a phone call in the next 30 days to get to know each other, then do a follow up in 3 months, and whenever you need a ‘buddy’ to talk to about being a Membership Coordinator

Wrap-Up / Q&A



- What Questions do you have for us?

Additional Resources

- USMS Home: <https://www.usms.org/>
- LMSC Secretary Role Description
https://usms-cdn.azureedge.net/-/media/usms/pdfs/guide%20to%20operations%20-%20gto/lmsc%20management/role%20descriptions/role_descrip_secretary.pdf?rev=a74e01bf3abb4e5f909f1c8c3ce4fc3b&hash=08222F946FEA7491053202760EA5F2CC
- USMS Meeting Minutes Page
<https://www.usms.org/admin/minutes/>
- USMS Volunteer Central
<https://www.usms.org/volunteer-central>

Upcoming Webinars

<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>



November – National Native American Heritage Month

- Thur 11/4 **LSMC Secretary P2P**
- Tue 11/9 **“Diversity & Inclusion Interactive Breakout Session: Race + National Origin / Culture Diversity”**
- *Thur 11/11 Veteran’s Day*
- Thur 11/11 **LMSC Update**
- Thur 11/18 **Coaches Community: “Code of Conduct”**
- *Thur 11/25 Thanksgiving Day*
- *Sun 11/28 Hanukkah starts*
- Tue 11/30 **“Diversity & Inclusion Interactive Breakout Session: Creating an Inclusive Culture at your LMSC”**

December

- *Wed 12/1 World AIDS Day*
- Thur 12/2 **LSMC Event Hosting P2P (Sanctions, Officials, Safety, Records, Top10)**
- *Mon 12/6 Hanukkah ends*
- Thur 12/9 **LSMC Update**
- Tue 12/14 **“LMSC Volunteer Development”**
- *Sat 12/25 Christmas Day*

January

- Thur 1/6 **LSMC Leadership P2P (Chair / Vice-Chair)**
- Thur 1/13 **LSMC Update**
- *Mon 1/17 Martin Luther King Day*
- Thur 1/20 **Coaches Community: TBD**
- Thur 1/27 **ALTS Community: TBD**