

# U.S. Masters Swimming

## Handbook for Committee Chairs

(Last revised November 29, 2015)

### Committee Chairs

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| Who selects the committee chair?                       | The President   |
| Where can the definition of each committee be found?   | Article 507.1 of the USMS Rule Book   |
| What is the first responsibility of a committee chair? | Establish a plan for the year; communicate it to the vice president of the division and committee members   |
| What are other responsibilities of a committee chair?  | <ol style="list-style-type: none"><li>Communicate, delegate and inspire enthusiasm and creativity to achieve the committee goals</li><li>Prepare and file reports as required in the Working Calendar (see quarterly <i>Streamlines</i>)</li></ol>  |
| How are my convention expenses paid?                   | <ol style="list-style-type: none"><li>Chairs of standing committees have an automatic vote in the House of Delegates. They do not have to be elected as a convention delegate by their LMSCs.</li><li>The convention registration fee is paid by USMS as a Masters bill, and is billed to the master Convention budget.</li><li>Convention expenses (travel, double-occupancy room) for chairs of standing committees are paid for by USMS through the Convention Coordinator's budget. It is recommended to book travel through ALTOUR. Our travel agent at Altour is Jenny Cook (<a href="mailto:jenny.cook@altour.com">jenny.cook@altour.com</a>, 310-571-6173).</li></ol> |
| What about an ad hoc committee chair?                  | <ol style="list-style-type: none"><li>Your convention expenses are paid by USMS.</li><li>Ad hoc committee chairs do not automatically have a vote in the House of Delegates, but can request an at-large delegate position from the President. They</li></ol>   |

might otherwise already have a vote if they are a delegate from their LMSC or a member of the Finance, Legislation, Open Water and Long Distance or Rules Committees. An at-large delegate position is not automatic: it must be requested from the President.

Who is my vice president?

- a. The **Vice President of Administration** supervises of Championship, Legislation, Registration, Rules and Convention Coordinators.

The **Vice President of Local Operations** supervises Records and Tabulation, Recognition and Awards, History and Archives and LMSC Development.

The **Vice President of Community Services** supervises Coaches, Fitness Education and Sports Medicine and Science.

The **Vice President of Programs** supervises Officials, Open Water and Long Distance.

- b. Your vice president should be your first contact when you have a question.
- c. Include your vice president in all committee correspondence.

Where can I find out who the other committee chairs are?

A complete list, with contact information, is listed in Appendix E of the Rule Book, as well as in the Administration section of the USMS website at <http://www.usms.org/admin/org.php>

## Committee Members

How are the committee members selected?

- a. The president selects committee members from the request forms. Request forms can be submitted by any USMS member. The committee chair and division vice president are involved in the decisions.
- b. Members from all zones are included whenever possible.

- What are committee members' responsibilities?
- c. There are specific requirements for certain committees.
  - a. Regular attendance at meetings is a given. If a committee member cannot attend a scheduled meeting, he or she should contact the Chair.
  - b. Committee members should respond to correspondence from the chair and other committee members. Please remember to "reply all" as appropriate to keep your committee informed.
  - c. Committee members should accept responsibilities when the chair is delegating tasks.
  - d. Committee members must have the **written** 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.

- Can a committee member be replaced?
- a. Yes. Unfortunately, some members of a committee may be unresponsive for various reasons.
  - b. The committee chair should try to determine the reason and whether the person wants to continue as a member of the committee.
  - c. If you believe a committee member should be replaced, contact your Vice President and the President. Removal or replacement on a committee is at the final discretion of the President.

- What is the status of committee members within the House of Delegates?
- a. Members of the Finance, Legislation, Open Water and Long Distance, Rules and Zone chairs are automatically members of the House of Delegates and have voting privileges. Members of these committees do *not* have to be elected by their LMSC in order to be a delegate.
  - b. Members of other committees must represent their LMSC as a delegate or be an at-large delegate to vote in the House of Delegates.

## **Financial Responsibilities**

- Does each committee have a
- a. Yes. A budget amount for the current year was ap-

budget for the year?

proved at the last convention as part of the Finance Committee's report.

- b. It is very important for all committee chairs to be aware of their budgets, including the actual breakdown of the line items that make up the budget and how much was allowed for each item. The Finance Committee chair, in conjunction with the CFO, will provide you with a report for your committee. A copy of the current budget is available on the USMS website at [usms.org/admin/policies/content/finance\\_policies](https://usms.org/admin/policies/content/finance_policies)

What do I do with my budget?

- a. You should track all expenses submitted for reimbursement in order to be aware of the remaining budget amounts.
- b. Instruct your committee members that written approval from you is required before they can incur any expenses. A reimbursement request form (with receipts) must be sent to you for approval of all expenditures. You will sign the request form and send it to the CFO for reimbursement.

What is FOG?

- a. Financial Operating Guidelines of USMS.
- b. A current copy of FOG is available at [usms.org/admin/policies/content/finance\\_policies](https://usms.org/admin/policies/content/finance_policies)

How do I get reimbursed for my expenses?

- a. A copy of the reimbursement form can be found in the Guide to Operations section of the USMS website. You may also obtain a copy from the CFO, the USMS Secretary or the National Office.
- b. Complete the reimbursement form and attach receipts or documentation of the expenses. Put the committee account number on the form; it can be found with your committee name on the budget.
- c. Mail forms and receipts for the chair's expenses directly to the CFO.
- d. Reimbursement forms for committee members must have the signature of the chair. The chair keeps track of amounts approved for the committee and forwards the signed reimbursement form to the CFO.

Are there other expenses

Yes. Requests to the National Office for stationery, enve-

that are charged to a committee's budget?

lopes, special reports, etc., are charged to the committee.

How do I prepare a budget for next year?

- a. Your Vice President will assist you in completing your budget. Request a copy of the budget submitted for the current year and save it for future reference. It is important to know how the budget amount was allocated and what has been spent in previous years. You will be asked to submit a budget in August.
- b. The forms for preparing your budget will be sent to you by the CFO before Convention. They must be reviewed and approved by your Vice President before they can be submitted to the CFO.
- c. Keep track of your committee's expenses each year. If the budget amount needs to be increased, you must be able to justify the increase. Try to be as realistic as possible.

## **Responsibilities, Duties and Deadlines**

How can I keep track of things I need to do?

- a. Use the Working Calendar, which you will find in each issue of *Streamlines*. The Working Calendar lists important dates by month. The calendar is posted on the USMS website as well: [usms.org/admin/lmschb/workingcalendar.pdf](http://usms.org/admin/lmschb/workingcalendar.pdf)
- b. Meetings will also be scheduled electronically using Google Calendar. Contact your Vice President for details.
- c. Refer to the minutes of your committee's previous meetings and the plan you submitted to your liaison periodically to be sure you are carrying out policies and tasks.

*Streamlines*

*Streamlines ... from the National Office* is a series of publications sent throughout the year. The newsletters are compiled by Staff with the assistance of key volunteers. The newsletters include reminders of important due dates and other useful information. Deadlines to submit material for *Streamlines* are listed in Appendix A in this document.

What else is important to

Develop an attitude of teamwork and commitment. This

remember as I get started?

can be accomplished by:

- a. Communicating with your committee. This is extremely important. Include committee members in decisions.
- b. Delegating tasks to committee members.
- c. Inviting and fostering creativity. Let your committee members initiate ideas and take on projects.
- d. Using all available resources. Other committees may have additional expertise and experience to help you accomplish your goals.
- e. Giving full credit for a job well done! Recognition and thanks go a long way toward achieving commitment and realizing the potential of your committee members.

How do I get contact information for my committee and other members of the House of Delegates?

A current electronic contact list can be found at

[usms.org/admin/committee.php?utm\\_campaign=top\\_nav&utm\\_medium=for\\_volunteers](http://usms.org/admin/committee.php?utm_campaign=top_nav&utm_medium=for_volunteers)

What reports are required throughout the year?

- a. Regular reports are required as designated by your Vice President.
- b. Meeting minutes should be submitted via email to the USMS Secretary in a timely fashion. The meeting minutes template is available on the USMS website, or is available from the Secretary.
- c. A final report must be submitted before Convention, for inclusion in the pre-convention packet. Submit your report to your Vice President at the appropriate time. You will be sent the Annual Report form at the appropriate time.

What should I do to prepare for Convention in the Fall?

- a. Provide the Convention Coordinator with set-up requirements for your meeting room, including the type of room configuration and audiovisual requirements, by January 15. You will be contacted by your Vice President with instructions prior to the deadline.
- b. Prepare the following items and submit them to your vice president *no later than July 1* (for their

review and approval):

- The annual report of the work your committee has done.
  - The agenda for your convention meeting(s).
  - The budget requests for the next year. Be sure you have last year's budget request and a list of expenses for the current year. You must itemize your budget request.
- c. Notify the Convention Coordinator of any special needs for your meeting as soon as possible, but no later than July 1.
  - d. Determine which committee members will be attending the convention and make sure they are aware of the work to be done.
  - e. Notify your liaison if your committee will not have the zone representation at convention that is required by the rule book (if applicable).

Is it important to have access to email?

Yes, it is very important! Communication is much easier and faster when the committee chair and all members of the committee are online. It is also easier and faster for others in leadership positions to communicate with you.

What can I do to make the job of committee chair easier for me and for the person who will take my place?

- a. Keep notes (preferably in a readily-readable, editable electronic form) for your reference and for the committee chair who succeeds you.
- b. Retain committee minutes, schedules for ongoing projects, budget details, outline of duties, copies of all committee correspondence and other pertinent correspondence.
- c. Include your yearly plans that were submitted to your vice president.
- d. Use this notebook while you lead your committee and be prepared to pass it on to the chair who succeeds you.

What should I do if I have a problem?

- a. Your Vice President should be your first point of contact.
- b. Contact the President.

What other information

- a. USMS Style Guide

might I find valuable?

([http://www.usms.org/admin/policies/style\\_guide.pdf](http://www.usms.org/admin/policies/style_guide.pdf)).

- b. Format for reports and convention minutes: See the **Resources for Committees** subsection of the Convention page on the USMS website for instructions and templates.
- c. Publication Schedule for *SWIMMER* and electronic newsletters: See Appendix A of this document
- d. Current USMS Social Media Policy: See Appendix B of this document



## APPENDIX A USMS Newsletter Publication Schedule

### STREAMLINES Deadlines

<b>ISSUE</b>	<b>STREAMLINES</b>		<b>STREAMLINES For Coaches</b>		<b>ISSUE</b>	<b>STREAMLINES for Volunteers</b>	
	Articles Due	Publish	Articles Due	Publish		Articles Due	Published
Jan	12/25	1/1	1/10	1/15	Jan/Feb	1/1	1/1 - 2/1
Feb	1/25	2/1	2/10	2/15			
Mar	2/25	3/1	3/10	3/15	Mar/Apr	3/1	3/1 - 4/1
Apr	3/25	4/1	4/10	4/15			
May	4/25	5/1	5/10	5/15	May/June	5/1	5/1 - 6/1
Jun	5/25	6/1	6/10	6/15			
Jul	6/25	7/1	7/10	7/15	Jul/Aug	7/1	7/1 - 8/1
Aug	7/25	8/1	8/10	8/15			
Sep	8/25	9/1	9/10	9/15	Sep/Oct	9/1	After Convention - 10/1
Oct	9/25	10/1	10/10	10/15			
Nov	10/25	11/1	11/10	11/15	Nov/Dec	11/1	11/1 - 12/1
Dec	11/25	12/1	12/10	12/15			

**7/7/10**

## **APPENDIX B**

### **USMS Electronic Media Communication Policy as of March 25, 2013**

The use of USMS online communication tools such as forums and social media sites is a privilege and a benefit that can enhance the member experience. But members of the Board of Directors need to be aware that they have special responsibilities when using these communication opportunities. Because of their position, they may be seen as representing the views of the USMS as an organization. Improper communication behavior by Board members can damage the reputation of USMS or create liability. Therefore, USMS Board members should adhere to the following when communicating by on social media, blogs, and on- line forums (collectively “Electronic Media”).

**Transparency** – Board members who use Electronic Media should clearly state whether they are speaking on behalf of themselves or the USMS organization. Generally, unless granted specific authorization, only the President and Executive Director should speak on behalf of USMS. When speaking on behalf of oneself on Electronic Media, Board members should state that any opinions they express are their own and not necessarily those of USMS. While some commenters on Electronic Media have the option of remaining anonymous publicly, USMS Board members should disclose who they are and should not use anonymous aliases.

**Accuracy** – USMS Board members should use reasonable efforts to ensure that their Electronic Communications are true and accurate. Clearly distinguish opinions from facts. Even if one is stating an opinion, a Board member should ensure that his or her statements are accurate. Ambiguity, exaggeration and hyperbole should be avoided, as they can be lead to misinterpretation.

**Confidentiality** – Board members should not disclose confidential information on Electronic Media. See the USMS Confidentiality Policy. Information posted electronically can spread rapidly and broadly, with little ability to retrieve the information once revealed. This makes following the Confidentiality Policy especially important for Electronic Media.

**Respect** – When Board members communicate on Electronic Media, they should be considerate and respectful of others. Choose words carefully and keep in mind that readers may have different sensitivities. A good guideline is to imagine whether you would be comfortable communicating what you are saying electronically face- to- face with the recipients or the person who is the subject of your communication. Since the USMS Board speaks with one voice after decisions have been reached, Board members should not use Electronic Media to criticize Board decisions or Board members.

**Legal** – Board members should communicate within the bounds of the law. Unless one is acting as Legal Counsel, Board members should not state legal conclusions or opinions. Board members should also abide by copyright laws when using Electronic Media and should not broadly communicate the copyrighted work of others without authority or permission.

Those Board members who wish to participate in Electronic Media should endeavor to use it as an opportunity to further the mission and values of USMS. If Electronic Media is to be used, it should be to portray a positive face of USMS.