Task Force Name:	Volunteer Roles Task Force (VRTF)	Session #:		Report #:	
Task Force Chair:	Chris McGiffin	Vice Chair:			
Minutes recorded by:	Chris McGiffin	Date/time of meeting:		10/11/12, 8:30EDT	

# **Motions Passed:**

1. MSA to approve the minutes from 8/30/12 (Motion by Rob, 2nd by Dave)

Number of task force members present: 6Absent: 0Number of other delegates present: n/aTask Force members present (list all, including chair and vice chair): Chris McGiffin (Chair), Mike Heather, Hugh Moore,

# **Minutes**

The meeting was called to order at 8:34PM EDT

Dave Diehl, Rob Copeland, Tracy Grilli

- 1. Review/Approve 8/30/12 meeting minutes
  - a. Chris to post to BOD forum and send to C.J.
- 2. Action Item updates:
  - **a.** Chris to get clarification on the difference between the role of paid contractor (Meg) versus the volunteer Rule Book Coordinator (Susan).
    - i. The Rule Book Coordinator position was discussed during tonight's call, and it was learned that there may be movement toward making this more of a staff responsibility.
      - a. Susan was both paid contractor and Rule Book coordinator.
    - ii. It was suggested that this particular volunteer role template may no longer be necessary if the position responsibilities are fulfilled by a person paid by USMS.
    - iii. Chris will pose this question to Nadine at the next BOD Conference call to determine the direction to take.

## a. The role definition of Medical Coordinator

i. Based on email conversations, it was determined that this position should be maintained by the Championship Committee in committee-specific policy or guideline documentation.

### b. Posting of LMSC Volunteer Role templates

- i. Chris provided the final draft LMSC templates and VRTF recommendations to Anna Lea via email.
- ii. Anna Lea assisted and completed the posting of the documents and suggested verbiage on 10/11.
- iii. Chris emailed Anna Lea to thank her for the help, and to request corrections so that the references to "chairman" should instead be "chair."
- **iv.** The LMSC Volunteer Role Descriptions link is now present on the Guide to Operations page, and all 15 role templates are now available to reference at <u>http://www.usms.org/admin/lmschb/content/jobdesc.</u>
- v. Feedback about the role descriptions is now directed to the LMSC Development Committee Chair.
- 3. Discuss/Review National Committee volunteer templates.
  - a. Committee Chair
    - i. Some minor updates were proposed and revisions were made.
    - ii. Chris to post revised template to BOD Forum for review and comment.

## iii. Chris to send current draft out to Committee Chairs for feedback.

- a. Committee Vice Chair
  - i. Some minor updates were proposed and template revisions were made.
  - ii. Chris to post revised template to BOD Forum for review and comment.

## iii. Chris to send current draft out to Committee Chairs for feedback.

- b. Committee Member
  - i. Some minor updates were proposed and revisions were made.
  - ii. Chris to post revised template to BOD Forum for review and comment.

#### iii. Chris to send current draft out to Committee Chairs for feedback.

- 4. Discuss/Review Other National level volunteer templates.
  - c. Zone Chair
    - i. No further revision suggestions made by the VRTF.
    - ii. No further feedback received from Zone Chairs.

#### iii. Chris to post revised template to BOD Forum for review and comment.

- d. Discussion Forum Moderator
  - i. No further revision suggestions made by the VRTF.

#### ii. Chris to post revised template to BOD Forum for review and comment.

- e. National Championship Meet Liaison
  - i. No further revisions suggestions made by the VRTF.
  - ii. The VRTF recommends that this position description should be maintained by the Championship Committee in its committee-specific policy or guideline documentation.

### iii. Chris will communicate this recommendation to the Championship Committee Chair.

- f. Convention Coordinator
  - i. No further revision suggestions made by the VRTF.
  - ii. The VRTF recognized that this role may now be fulfilled by USMS staff with the help of the host LMSC.

# iii. Chris will pose this question to Nadine at the next BOD Conference call to determine the direction to take.

- g. USMS Liaison to USA Swimming
  - i. No further revision suggestions made by the VRTF.
  - ii. The VRTF discussed the rationale for creating a template for this role, and for what audience.
  - iii. The VRTF feels that this position is appointed to an experienced and highly qualified volunteer, and therefore a template may not be necessary.

# iv. Chris will pose this question to Nadine at the next BOD Conference call to determine the direction to take.

- h. Zone At-Large Director
  - i. Reviewed draft template provided by Anthony Thompson.
  - ii. The VRTF decided to have 1 template for all directors, not just at-large. And, create templates for the officers..

# iii. Rob C. take a look at creating template drafts for our next meeting that consolidate generic responsibilities for these roles.

- i. UANA Liaison
  - i. No further revision suggestions made by the VRTF.
  - ii. The VRTF discussed the rationale for creating a template for this role, and for what audience.
  - iii. The VRTF feels that this position is appointed to an experienced and highly qualified volunteer, and therefore a template may not be necessary.

# **iv.** Chris will pose this question to Nadine at the next BOD Conference call to determine the direction to take.

- 5. No other templates were reviewed or suggested during the meeting.
- 6. Roundtable
  - a. No additional topics discussed.
- 7. Next Meeting date/time
  - a. Tentatively scheduled for Tue., 11/13 at 8:30PM.

The meeting was adjourned at 9:35PM EDT