

## Minutes for the 2000 USMS Convention

**Committee Name:** Board of Directors

**Committee Session:** 1

**Day and Date of Meeting:** Wednesday, October 11, 2000

### Action Items

\*\*\*The Professional Management proposal listed in III. was accepted (see below).

\*\*\*The Professional Management Guidelines (attached) draft proposal was accepted as amended.

\*\*\*The bidding process was waived for the initial hiring of the Webmaster.

\*\*\*The Ad Hoc Professional Management Committee has fulfilled its mission and was disbanded.

### Attendance

Number of committee members present: 32    Number of committee members absent: 6

Total number of delegates attending the meeting: 47 (approximate)

## Minutes

### I. Introductions

### II. Officer Reports

Mel Goldstein - Mid-year Executive Committee meeting

Jeanne Crouse - Privacy issues, contracts

Betsy Durrant - Process for hiring Controller, Sponsor Liaison

Jeanne Ensign - Finances

Nancy Ridout - Official Publication recommendation

Jack Geoghegan - ISHOF

Hugh Moore - Evaluations of contractors

Nancy Ridout - Strategic Plan, Strokes for Stroke

### III. Professional Management Proposal

The following proposal was accepted.

Keeping in mind that everyone may be reimbursed for expenses incurred on behalf of USMS, the Board of Directors believes the positions of USMS Webmaster and USMS SWIM magazine editor are essential to our mission, involve a time commitment and expertise well beyond what can be expected of a volunteer, and should receive an honorarium for the year 2000. We recommend that USMS Webmaster receive the sum of \$10,000 and that the USMS SWIM Magazine Editor receive the sum of \$5000. Furthermore, we believe that these two positions should receive compensation in the future. The compensation amounts, hiring methods, and management of these positions will be controlled via guidelines proposed by the USMS Executive Committee and approved by the House of Delegates.

### IV. Professional Management Guidelines

The draft Professional Guidelines of 9/23/00 was accepted with one amendment. The amended guidelines are attached.

## **V. Waiving of Guidelines**

In accordance with section **VIII. Emergency Waiving of Guidelines** the Board of Directors approved a motion to waive the bidding process for the initial hiring of the Webmaster.

FOG will be amended to conform to the guidelines.

## **VI. AD Hoc Committee disbanded**

The Ad Hoc Professional Management Committee has fulfilled its mission. The Board of Directors voted to disband the committee. It can be created again as needed.

## **Adjournment**

# **United States Masters Swimming, Inc. Professional Management Guidelines (draft 10/11/00)**

## **I. Purpose**

The purpose of the Professional Management Guidelines manual is to list and maintain in one place all of the operating policies and procedures used by USMS to manage its professional staff. USMS intends to continue to use its volunteer base as much as possible and practical. However, certain positions involve a time commitment and expertise well beyond what can be expected of a volunteer. These positions may be subject to compensation based on the following guidelines.

Amendments to these guidelines shall be proposed by the Executive Committee or the Board of Directors and approved by the House of Delegates.

## **II. Identification of Professional Positions**

Positions to be compensated, whether as employees or independent contractors, shall be approved in advance by the USMS House of Delegates.

## **III. Budgeting**

The amount of compensation shall be subject to the budget and over-budget processes of sections II. and V. of FOG. For the purpose of these guidelines, compensation is defined as payment in amounts beyond the reimbursement provisions of section IV. of FOG. Anyone receiving compensation may still be reimbursed per section IV. of FOG, provided such reimbursement does not violate the express terms of their contract (see Section V below).

## **IV. Selection Process**

The process used for selecting the person (or persons) to fill compensated positions shall be determined by the USMS Executive Committee. The method used for selecting the person (or persons) to fill compensated positions receiving greater than \$5000 annually shall include an application and interview process unless an alternate process is approved in advance by the House of Delegates.

When an application process is used, an announcement, including job description and application deadline, shall be published in the USMS official publication and in the National Office Newsletter. The USMS Executive Committee shall determine the interview process used.

## **V. Contracts**

The method used to document the terms of agreement regarding compensated positions shall be determined by the Legal Counsel and approved by the Executive Committee.

## **VI. Job Descriptions**

The USMS Executive Committee, or its designee, shall develop and maintain job descriptions for all compensated positions. These descriptions shall be used during the selection process and during performance reviews.

## **VII. Performance Review**

For the purposes of these guidelines, there are two types of performance review. The review process outlined in Section A is to be used for employees (e.g. Executive Secretary). The review process outlined in section B is to be used for independent contractors (e.g. Controller, National Sponsor Liaison).

A. The review process for employees is as follows:

An initial performance review generally will be conducted for each employee between 90 and 120 days following the start of the first period of employment.

Performance reviews shall be conducted annually for each employee.

Employees may request an interim performance review at any time.

Performance reviews should involve conversations between the employee and direct supervisor and should be documented on a Performance Review Form.

Prior to the review, the supervisor should solicit comments from people who work directly with the employee.

The employee shall receive a copy of the completed Performance Review Form.

The USMS Corporate Secretary shall keep copies of all completed Performance Review Forms.

B. The review process for independent contractors is as follows:

The USMS Executive Committee should evaluate each independent contractor annually. The substance of the evaluation should be based upon the terms of the agreement that USMS has entered into with the contractor. The evaluation should be presented verbally by the Executive Committee (or members of that Committee as designated by the President). After this discussion, a brief summary of the issues that were addressed will be prepared and maintained by the USMS Corporate Secretary.

## **VIII. Emergency Waiving of Guidelines**

If circumstances develop in which compliance with these guidelines would not be in the best interest of USMS (e.g. sudden, unexpected resignation of a member of the USMS professional staff), the Executive Committee may waive these guidelines if the majority of the members of the Board of Directors approve.