

Volunteer Roles Task Force

Meeting Minutes from 1/17/12 conference call

Attendees: Chris M., Dave, Mike H., Rob, Hugh

Duration: 60 min. (8:30 - 9:30PM Eastern)

Meeting Notes:

Minutes from 1/3/12 were approved.

- Chris M. to post them to the BOD forum.

Other Action Items

- Reviewed Rob C.'s draft article for Streamlines for Volunteers
 - No suggested revisions proposed.
 - **Chris will email draft article to Laura Hamel to confirm if additional edits are required and when it can be included in Streamlines.**
- Tracy submitted recommended updates to the Handbook for Committee Chairs
 - VRTF added suggested updates under "Recommended Training"
 - **Chris to post draft updates to BOD Forum for review and request C.J. compile any additional suggested updates.**
- Chris posted a draft template for UANA volunteers to BOD Forum for review/feedback.
- Rob C. submitted a draft template for Discussion Forum Monitor volunteer(s)
 - **Chris to post to BOD Forum for review/feedback.**
- Report to BOD for Atlanta, GA meeting 1/28-29
 - **Chris to draft summary report and email prior to meeting.**
 - **Chris to prepare hardcopies of current draft templates for reference by attendees.**

LMSC Volunteer draft templates

- Chris compiled draft template updates submitted and distributed to VRTF on 1/15.
 - One additional change to replace "Training Requirements" with "Recommended Training"
 - **Chris will remove all tracking comments from the draft templates**
- VRTF discussed other LMSC Volunteer roles/positions that were suggested
 - VRTF determined the following should have draft templates created:
 - Awards/Recognition role/position
 - Safety role/position
 - Generic Liaison role/position (i.e., Senior Games, Multi-sport/Triathlon, High School/College Swimming)
- VRTF discussed the question of adding Long Distance (i.e., for Postals) as a new template or to be included with Open Water template.
 - VRTF determined that LD is already administered by bid winners, so no need for a template.

Draft email to LMSC/National Committee volunteer contacts

- No further updates to email draft were submitted.
 - **Chris to email current LMSC Volunteer contacts on 1/21 with appropriate draft template and request feedback by 2/1.**

Concurrent LMSC Volunteer feedback discussion

- Chris contacted Paige to request LMSC Development Committee involvement with the draft template review effort.
 - **Chris to confirm with Paige that VRTF will work with Education Subcommittee to compile LMSC Development Committee feedback.**

- Chris to send separate email on 1/18 to below contacts with appropriate draft template for feedback from their respective committees.

Other subject matter experts (suggested contacts below*):

- Registration Chair (Registrar template)
- Officials Chair (Officials Chair template)
- Open Water Chair (Open Water Chair template)
- Fitness Chair (Fitness Chair template)
- Records and Tabulation Chair (Top Ten Recorder template)
- Finance Committee Chair (Treasurer template)
- Coaches Committee Chair (Coaches template)
- Championship Committee Chair (Sanctions Chair template)
- All Committee Chairs (Chair and Vice Chair templates)
- Secretary template?

*Note that some committee chair contacts may get the LMSC contact emails, since they may currently hold the position in their respective LMSCs.

National Committee Volunteer draft templates

- No additional template updates submitted.
- **Chris to post current draft templates to BOD Forum for review/feedback**
- VRTF agreed to wait until after next meeting (2/7) before planning request for National Committee contact feedback.

Next Meeting:

- Thu., 2/9/12 at 8:30PM Eastern