

## Volunteer Roles Task Force

Meeting Minutes from 3/8/12 conference call

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

Duration: 75 min. (8:30 - 9:45PM Eastern)

### Meeting Notes:

Minutes from 2/9/12 were approved.

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

### LMSC Volunteer draft templates

- Chris completed draft template revisions based on feedback received.

- Number of responses received to-date:

Chair - 15

Vice Chair - 2

Treasurer - 10

Safety - 8

Registrar - 7

Liaison - 2

Recognition/Awards - 1

Open Water - 6

Coaches - 2

Fitness - 5

Officials - 5

Sanctions - 6

Secretaries - 8

Top Ten - 8

Communications (newsletter/webmaster) - 0, not yet distributed

- VRTF discussed draft template for LMSC Communications roles/position

- Chris will send draft template out to Communications, Newsletter Editor, Webmaster LMSC contacts for feedback.

- VRTF recommendation is to request that LMSC Volunteer templates be posted under Administration tab as a new "Volunteer Opportunities" link.

- GTO link for existing LMSC Officer Job Descriptions should be changed to point to LMSC Volunteer templates

- Discussed template ownership and maintenance

- Options included a Working Calendar entry as a reminder to review templates once per year.

- Divide the ownership? Staff? Governance?

- VRTF will continue discussion at the next meeting.

### National Committee Volunteer draft templates

- VRTF reviewed Committee Member draft template submitted by Hugh.

- Chris will send draft templates out to the Committee Chairs to solicit feedback.

### Other Topics

- VRTF work with LMSC Development Education Subcommittee
  - Rob mentioned that draft template content will be referenced as the subcommittee determines Convention workshop and Ongoing training curriculum.
- VRTF to work on additional volunteer draft templates
  - BOD volunteer templates
    - Chris to confirm if draft templates are being worked by Governance and if VRTF assistance is needed.
  - Zone Chair volunteer template
    - Mike H. will submit a draft template to VRTF for review at next meeting
  - Special Assignments
    - UANA Liaison draft template is posted on BOD Forum
    - Discussion Forum Moderator draft template is posted on BOD Forum
    - USMS Liaison to USA Swimming draft template is posted on BOD Forum
    - FINA Representative
    - ISHOF Liaison
    - National Board of Review Chair
    - National Senior Games Liaison
    - Parliamentarian
    - USAS Representative
    - USMS Liaison to IGLA
  - Coordinators
    - Convention Coordinator
      - Mike H. to submit a draft template for VRTF review by next meeting
    - Rule Book Editor
      - Draft template is WIP, per Nadine. Chris will follow-up.
  - National Championship Liaisons (OW and Pool)

Next Meeting:

- Thu., 4/10/12 at 8:30PM Eastern