

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:	2/28/13, 8:30EDT		

Motions Passed:

1. MSA to approve the minutes from 1/8/13 (Motion by Rob, 2nd by Dave)

Number of task force members present: 5	Absent: 1	Number of other delegates present: n/a
Task Force members present (list all, including chair and vice chair): Chris McGiffin (Chair), Mike Heather, Hugh Moore, Rob Copeland, Dave Diehl		

Minutes

The meeting was called to order at 8:35PM EDT

1. Review/Approve 1/8/13 meeting minutes
 - a. Chris to post to BOD forum and send to C.J.**
2. Feedback/updates for draft templates submitted
 - a. FINA Representative
 - i. Minor updates completed to draft template
 - ii. Chris to follow-up with Nancy Rideout for her feedback.**
 - a. USMS Parliamentarian
 - i. Draft submitted by Mike was reviewed. No updates.
 - c. USMS USAS Officer
 - i. Minor updates completed to draft template
 - d. USMS BOD Director
 - i. Minor updates completed to draft template
 - d. ISHOF Liaison
 - i. Minor updates completed to draft template
 - e. IGLA Liaison
 - i. Minor updates completed to draft template
 - f. NBR Chair
 - i. Minor updates completed to draft template
 - f. National Committee Chair
 - i. Minor updates completed to draft template
 - a. Chris to post revised draft templates to BOD Forum for feedback.**
1. Other Special Appointment volunteer templates
 - a. Mike H. is still working on drafting a template for the National Senior Games Liaison
 - i. Mike to email and solicit input from Bill Tingley and Jim Wheeler**

- b.** VRTF agreed that NBR Chair template is sufficient. No template needed for NBR Member
- 1. Location of USMS Volunteer Role templates
 - a. VRTF recommends putting all volunteer templates, including the LMSC templates, in one location on the “Become a Volunteer” page, possibly under a new “Volunteer Roles” section.
 - b. Chris to communicate this proposal to Rob B. and Jim M. during the next IT Liaison meeting.**
- 2. Roundtable
 - a. No additional topics discussed.
- 3. Next Meeting date/time
 - a. Chris will propose options for next meeting date/time.**

The meeting was adjourned at 10:35PM EST