

New Wave Swim Club

Ten Basic Responsibilities Of The Board Of Directors

In an effort to clarify and articulate the basic responsibilities of the Board of Directors (Board) of New Wave Swim Club, Inc., (NWSC) has adopted the following as a guideline for its operation and commitment to the families:

1. **Determine The Club's Mission And Purpose**
A statement of mission and purpose articulate the goals, means and primary constituents served by NWSC. It is the Board's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual Board member should fully understand and support it.
2. **Select The Head Swim Coach**
The Board of NWSC must reach consensus on the head coach job description and undertake a careful search to find the most qualified individual for the position to serve the families and individual swimmers and as a group.
3. **Support The Head Coach And Review His Or Her Performance**
The Board should ensure that the head coach has the moral and professional support he or she needs to further the goals of NWSC. The President, in partnership with the entire Board, should decide upon a periodic evaluation of his or her performance.
4. **Ensure Effective Club Planning**
As stewards of the club, the Board of NWSC must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
5. **Ensure Adequate Resources**
One of the foremost responsibilities of the Board of NWSC is to provide adequate resources for the club to fulfill its mission. The Board should work in partnership with the head coach and development staff, if any, to raise funds from the community.

6. **Manage Resources Effectively**
The Board of NWSC, in order to remain accountable to its donors and the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
7. **Determine, Monitor And Strengthen The Club's Programs And Services**
The Board's role in this area is to determine which programs are the most consistent with the club's mission and to monitor their effectiveness.
8. **Enhance The Club's Public Standing**
A primary link of NWSC to the community, including constituents, the public, and the media, is the Board. Clearly articulating the club's mission, accomplishments and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
9. **Ensure Legal And Ethical Integrity And Maintain Accountability**
The ultimately responsible of the Board of NWSC is ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, a clear delegation to the head coach of hiring and managing employees will help ensure proper decorum in his area. The Board must establish pertinent policies and adhere to provision of the club's bylaws and articles of incorporation.
10. **Recruit And Orient New Board Members And Assess Board Performance**
The Board of NWSC has a responsibility to articulate and make known its needs in terms of member experience, skills and many other considerations that define a "balanced" board composition. The Board must also orient new members to their responsibilities and the club's history, needs and challenges. By evaluating its performance in fulfilling its responsibilities, the Board can recognize its achievements and reach consensus on which areas need to be improved.