

**Michael P. Gibbons
Legislative Coordinator
Board of Directors
Monthly Report
February 20, 2018**

In the past month I have worked on a number of Swimming related items. More of what I have done has been directed at National related things than Minnesota specific items.

National items have included work with the National Governance Committee, a subcommittee studying how USA Swimming measured up in a study of international sports federations and US-based national governing bodies, and work with the Model LSC Bylaws task force.

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My primary Minnesota LSC item that warrants mentioning is an item on the agenda for discussion today. The proposal recommends creating an LSC Governance Committee and eliminating my current position of Legislative Coordinator. Since this requires a change of bylaws to do so, legislation will be required for the LSC House of Delegates meeting. At the 2018 National Convention, the USA Swimming House of Delegates will consider a new set of model bylaws for LSCs. Included in the new bylaws will alternate provisions regarding the establishment of an LSC Governance Committee. One option includes the Nominating Committee within the Governance Committee, the other (recommended here) keeps the two committees separate.

This is not required for 2018. It most likely will be in 2019, along with the full set of bylaws. It is my recommendation that MSI get a head start on this part. With the creation of this Governance Committee, the position of Legislative Coordinator/Chair should be eliminated. The positions would be redundant if this is adopted.

**GOVERNANCE COMMITTEE -**

- A. CHAIR – The Chair shall be elected annually by the Governance Committee from among its own members
  
- B. MEMBERS - The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of [list the number] members with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a *three or four-year* [select one] term. Terms shall be staggered such that approximately *one-fourth (1/4) or one-third (1/3)* [select one to coincide with term selected above] of members are appointed each year.
  
- C. DUTIES– It shall be the duty of the Governance Committee to:
  - 1) Assist in periodic evaluation of the mission and vision statements and the Bylaws of XXSI;
  - 2) Aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
  - 3) Aid in the development of personnel practices procedure including job descriptions and annual review of staff;
  - 4) Assist in shaping the Board’s agenda based on the strategic plan;
  - 5) Aid in the development of expectations and processes for accountability of Board members;
  - 6) Develop criteria for the qualities and required characteristics of Board officers;
  - 7) Lead Board succession planning by working with the Nominating Committee to assess current and anticipated needs for Board composition;
  - 8) Design and implement Board orientation and an ongoing program of Board education and development; and
  - 9) Lead periodic assessment of the Board’s performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.