



Welcome to the Board!

August 2018

2018-19 Board of Directors

Ethan Johnston (2020)
General Chair

Travis Albang (2020)
Admin Vice-Chair

Bobby Kelley (2019)
Secretary

Don Spellman (2019)
Senior Vice-Chair

Tanja Avant (2019)
Age Group Vice-Chair

Jamie Langner (2019)
Safety Chair

Kerry Carleton (2019)
Finance Vice-Chair

Greg Temple (2020)
Safe Sport

? (2020)
Officials Chair

Brian Ruffles(2019)
Technical Chair

Doug Kolsrud (2020)
Treasurer

Nick Larkin (2019)
Coaches' Rep.

Serena Brizard (2020)
Sr Athlete Representative

Dylan Moffat (2020)
Sr Athlete Representative

? (2020)
Sr Athlete Representative

? (2020)
Sr Athlete Representative

Mike Petersen (2020)
At-Large

Eric Crawford (2020)
At-Large

**Jennie Hedrick-
Rozenberg** (2020)
At-Large

Dan Lake (2020)
At-Large

Julie Slater (2020)
At-Large

Iowa Swimming

- LSC's, or *Local Swimming Committees*, are the 59 local governing bodies, responsible for organizing, supporting and governing USA Swimming's 2,800-plus swim clubs in their individual regions.
- Iowa Swimming is a member of Central Zone, Section 1
- There are 15 LSC's in Central Zone

Iowa Swimming

- **Mission:**
Iowa Swimming Supports Swimmers, Clubs, Coaches, Officials, Parents, and Volunteers by providing resources for excellence
- **Vision:**
Striving for Excellence in Swimming
- **Core Values:**
Athlete Centered - Inclusive - Dedicated - Ethical

Meetings 2018-2019

- **Board of Directors**

- Every 2 to 3 months as set by the General Chair with the concurrence of the Board

- **House of Delegates**

- Fall Meeting: October
- Spring Meeting: April Elections held at this meeting

Meetings

- All BOD members (voting and non-voting) are expected to attend the BOD meetings.
 - Complete meeting schedule available each September, notify General Chair and Secretary if unable to attend
 - Reminder notices with reports due date sent at minimum 10 days prior to meeting. All final documents sent at minimum 4 days prior to meeting
 - Officers/Chairs submit reports for the meeting
 - Meetings are via conference call, in person or a combination
- Meetings can operate under consent agenda format
- Robert's Rules of Order

Duty of Care* Duty of Loyalty*

Duty of Obedience *Duty of Transparency

According to non-profit corporation law, a board member MUST meet certain standards of conduct and attention to his or her responsibilities to the organization. These are referred to as the Duty of Care, the Duty of Loyalty, the Duty of Obedience, and the Duty of Transparency.

Duty of Care

Use your best judgment and exercise reasonable caution in making decisions.

Duty of Loyalty

Put your personal and professional interests aside for the good of the organization.

Duty of Obedience

Be true to the ISI mission and vision and follow all the laws and regulations that may apply to non-profits.

Duty of Transparency

Establish a system of operation that allows outsiders to see how the organization operates, makes decisions, and uses resources; an important aspect to ensure the public trust in an organization

Conflict of Interest Policy & Whistleblower Policy

- ISI requires that all members of the Board of Directors review and sign the Conflict of Interest Policy Annually. Policy to be provided for review at this meeting, with signed copies due to the Admin Office by September 15th, 2018.
- Whistle Blower Protection Policy USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate termination. The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

Divisions, Committees & Coordinators

• DIVISIONS

ADMINISTRATON Administrative Vice-Chair	AGE-GROUP Age Group Vice-Chair	SENIOR Senior Vice-Chair	FINANCE Finance Vice-Chair	ATHLETES Senior Athlete Representative	COACHES Coach Representative
Awards Bylaws/Legis./Rules Club Development Computer Elections Equipment Insurance Legal Membership/Reg. SWIMS Personnel Public Relations Publications/Newltr Policies/Procedures Records/Top 10 Tab Safe Sport Guide/Parents Manual Secretary Special Events	Age Group Camps/Clinics Disability Swimming Open Water Program Development Technical Planning Time Standards All Star/Zone Teams	Awards Camps/Clinics Diversity Meet Evaluation Meet Management Meet Sanctions Meet Sponsorship Officials Safety Senior	Audit Budget Finance Marketing/Sponsors Swim-a-Thon Tax Treasurer	Athlete Representatives Athletes Committee	Coach Representative Coaches Committee

Divisions, Committees & Coordinators

● **STANDING COMMITTEES** (duties in By-laws)

- Athletes Committee: Members are All Athlete Representatives, the athlete at-large board members and the athlete at-large House of Delegates members. The Senior Athlete Representative is the chair.
- Audit Committee: Members are the Finance Vice-Chair who is the chair, the Administrative Vice-Chair and the Coach Representative.
- Budget Committee: Members are the General Chair, (Finance Vice-Chair who is the chair), the Treasurer, the Admin. Vice-Chair, Senior Athlete Representative, the Coach Representative, the Age-Group Vice-Chair and the Senior Vice-Chair.
- Coaches Committee: Members are the Coach Representative and such additional Coach Members as may be determined by the Coach Representative. The Coach Representative is the chair.
- Finance Committee: Members are the Finance Vice-Chair who is the chair, General Chair, Administrative Vice-Chair and Treasurer.
- Officials Committee: Members are Officials Chair who is the chair and at least four other ISI certified officials.

Divisions, Committees & Coordinators

- **STANDING COMMITTEES** (duties in By-laws Article 7, pp. 27-30 of Redbook)
 - Personnel Committee: Members are the General Chair who is the chair, Admin Vice-Chair, Finance Vice-Chair and at least one athlete member.
 - Safe Sport Committee: Members are the Safe Sport Committee Chair who is the chair
 - Program Development Committee: Members are the Age-Group Vice Chair who is the chair, General Chair, Senior Vice-Chair, Technical Planning Chair, Coach Representative and the Senior Athlete Representative.
 - Safety Committee: Members are the Safety Chair who is the chair, and five additional members; one ISI certified official, one Coach Member, one Athlete Member and two club safety chairs.
 - Technical Planning Committee: Members are Technical Planning Chair who is the chair, an athlete member and at least six additional members of who at least fifty-percent shall be Coach Members. The athlete member and the additional members are appointed by the General Chair with the advice and consent of the Board of Directors.
 - Meet Scheduling/Sanction Committee: Members are the Admin Vice-Chair Senior Vice-Chair, Age Group Vice-Chair, additional technical advisor(s) as appointed by the General Chair and the Executive Secretary ex-officio.
 - Diversity Committee
 - Special Needs Committee

Divisions, Committees & Coordinators

- **ELECTED COMMITTEES**

Nomination Committee:

The Nominating Committee shall be comprised of the committee chair The Nominating Committee shall be elected annually by the House of Delegates. If the House of Delegates does not act in a timely fashion, the Board of Directors shall elect a nominating committee to serve until their successors are elected. A number greater than four may be designated from time to time by either the House of Delegates or the Nominating Committee. Each Nominating Committee member shall be a member of the House of Delegates and no more than two (two-fifths if there are more than five (5) members of the Nominating Committee) shall be Board Members.

Administrative Review Board:

The House of Delegates biennially in odd numbered years elect regular and alternate members of the Administrative Review Board. The term of office shall be two (2) years. Each member and alternate member shall assume office in September following the election and shall serve until a successor takes office. Each regular and alternate member of the Administrative Review Board shall be an Individual Member of ISI and USA Swimming. In no case shall the elected members of the Board of Directors serve on the Administrative Review Board.

LSC Evaluation & Achievement Program (LEAP)

- Improving LSC effectiveness is one of the key priorities of the USA Swimming 2016 Quad Business Plan. The goal is to have LSCs that are more effective and efficient in providing programs and services to the athletes, coaches, officials and clubs. MWS has achieved LEAP Level 1 in a three-step process.
- LEAP assessment tool provides a roadmap to LSC effectiveness and success in four key areas:
 - Business and Organizational Success
 - Volunteer Development
 - Club and Coach Development
 - Athlete Development
- LEAP is divided into three levels with LEAP Level 1 required of all LSC's once per quad. The intent of LEAP Level 1 is to help self-evaluate, be sure LSC is in compliance with USA Swimming Rules and Regulations and the legal requirements of non-profit governance and ensure continuity in LSC governance even as leadership changes. ISI will need to re-certify LEAP 1 by May 1, 2018.
- LEAP 2 and 3 are voluntary. ISI is certified to LEAP 2. LEAP 2 will need to be recertified every four years to maintain.

Board Resources

ISI Policies and Procedures contains By-laws, Policies & Procedures, Forms. Located on ISI website under Iowa Swimming.

Members Handbooks

Board Source is widely recognized as the leading organization promoting exceptional nonprofit governance and board service. Membership is provided by USA Swimming. Information located at www.usaswimming.org under Members Resources/Swim Clubs/ Business Administration

www.usaswimming.org
www.isiswim.org

Fellow board members—explore new ideas!!