**New England Swimming - Governance Committee**

**Meeting Minutes 7/6/21**

* Welcome, Review and Introductions
* June 2021 Meeting Minutes approved
* July Board Meeting On Board presentation prepared
	+ Laura to develop a short list of Basic Committee Leader Guidelines
	+ Laura to share the final Power Point from the committee to Carol and Scott by 7/12/21
* Athlete Committee- Board support system in By Laws
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* Review Board of Director Job Descriptions
	+ Jon to work with Carol to create updated Google doc with job descriptions
* DEI Committee Chair
* Review HOD Meeting survey for 2022
	+ Draft Survey: <https://forms.gle/Gqu62y6GcsSLFZeZA>
* Patrick to supervise review of Policies and Procedures
	+ Zone Coaching Staff process
	+ Proper references to Board of Directors
	+ Budget process
	+ Formal performance review process for Committee Chairs
	+ Incorporate changes from the Technical Committee Meeting in August

Submitted: Laura Matuszak, New England Swimming Governance Committee Chair