



New England Swimming

BOARD ORIENTATION

7/13/21 NEW ENGLAND SWIMMING
GOVERNANCE COMMITTEE

(NOAM)

New England Swimming: Mission & Vision

The New England Swimming MISSION:

Provide opportunities for all to achieve their highest potential in competitive swimming.

The New England Swimming VISION:

INSPIRED. UNITED. FAST.

(NOAM)

New England Swimming: Part of USA Swimming's Eastern Zone



New England Swimming: Serving Our, Mission, Vision and Members

- We are one of the 58 LSC's (Local Swim Committee) in the USA Swimming organization. New England Swimming is part of the Eastern Zone of USA Swimming (one of the 12 LSC's in the Eastern Zone).
- We register approximately 103 clubs, 9800 athletes, 550 coaches and 580 officials and “other non-athletes” each registration year.
- Our members live in the states of Massachusetts, New Hampshire, Vermont and Rhode Island. Although a part of the New England States, Maine and Connecticut are their own LSC and act independently from us.
- We are a non-profit amateur sports organization that adheres to the by-laws of USA Swimming and follow the guidelines set forth in the Ted Stevens Olympic and Amateur Sport Act (1978).

New England Swimming: Board of Directors

- The Board of Directors is an elected and appointed group of New England Swimming members who collectively determine the overall strategic direction and who collectively oversee the activities of the LSC.
- The Board of Directors are called fiduciaries because they are legally responsible for managing a nonprofit entity's assets. The Board's powers, duties, and responsibilities are determined by government regulations and our organization's own policies and bylaws.
- The New England Swimming Management (office staff) is responsible for running the organization on a day-to-day basis. The Board of Directors is responsible for the strategic direction of the organization and the implementation of effective and efficient programs and services for our membership.
- As of updated Bylaws effective January 1, 2020, there are 15 voting members of the Board of Directors. There are 7 positions elected by the HOD, 1 elected by coaches, 2 elected by athletes, and 5 appointed by the General Chair. Among the appointed positions are one Athlete At-Large and two general At-Large Board members. Until September 1, there are five additional At-Large Board Members who continue to serve until their term expires.

(NOAM)

New England Swimming: House of Delegates

- The House of Delegates (HOD) consists of the voting members of the organization of which the board is accountable to.
- The HOD meeting, generally scheduled annually in the spring and titled the “Annual Meeting,” is open to all members, but not everyone has a vote.
- Each club receives one vote as a “Group Member Representative,” with other votes assigned to all Board of Directors members, 10 At-Large HOD members appointed by the General Chair, and a sufficient number of At-Large Athlete HOD members to constitute 20% of the voting body. Our current practice is for each club member to select an athlete who is age 16 or over to act as an athlete rep and the Board votes in these athletes at least thirty days before the HOD meeting.
- The HOD votes for the Officers of the board and the Administrative Review Board Committee. The other board members are elected by other bodies (coaches or athletes), or appointed by the General Chair with the consent of the Board of Directors.

(PATRICK)

New England Swimming: Board of Directors Legal Duties

A non-profit's Board of Directors is the central decision-making body for the organization. It has ultimate responsibility and accountability for the organization's actions. A Board of Directors advances the mission of the organization.

- A fiduciary is someone acting on the behalf of another based on an expectation of trust. ***A non-profit Board of Directors and its members individually have three fundamental fiduciary duties: a duty of care, a duty of loyalty, and a duty of obedience.***
 - **The duty of care** means that the board member actively participates, attends board meetings, is educated on the sport, provides strategic direction, and oversees management.
 - **The duty of loyalty** requires the board member to operate in the interest of New England Swimming as an entirety and not to use the position to further personal agenda.
 - **The duty of obedience** requires the board to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS. Obedience to governing documents requires a deep understanding of the operating documents (By-laws, Rules & Regs, Policy & Procedures) and a clear understanding of the difference between the terms “may” and “must” contained in those documents. Finally, obedience requires that the board not act outside the scope of the organization's legal documents.

The responsibilities of a board member are numerous, but the pay-off is priceless. Excellent board governance requires that the Board of Directors understands and faithfully executes their duties. We can successfully advance our mission with an educated and committed Board of Directors.

(PATRICK)

New England Swimming: Governance Structure

- Our authority is delegated from USA Swimming Bylaws, granting NE Swimming jurisdiction over the sport as swimming for USA Swimming within our geographic territory.
- Ultimate authority rests with the House of Delegates, who have similarity in authority to stockholders of a public company. Through the Bylaws, the HOD delegates operational responsibility for the organization to the Board of Directors.
- Through Policies and Procedures, the Board of Directors may delegate operational responsibilities to Committees or Coordinators.
- The Bylaws may be changed by the House of Delegates.
- The Policies and Procedures may be changed by the Board of Directors, or the HOD.

(PATRICK)

New England Swimming: Meetings and Communication

- Roberts Rules of Order
- Consent Agenda
 - Submit your reports timely
 - Read and analyze the reports of others in advance of the meetings
- Strategic planning in board meetings
- Committee work and action outside of meetings
- Communicate with the appropriate board members, committee members and the New England Swimming community in between meetings to increase effectiveness and efficiency

(PATRICK)

New England Swimming: Board of Directors Basic Responsibilities

Basic Responsibilities

- Operate within the mission and vision of the organization at all times, in the best interest of ALL of our membership
- Know, understand, follow and uphold all MAAP and Safe Sport policies and practices.
- Prepare for, attend and fully participate in all Board Meetings and appropriate Committee Meetings and Task Force Meetings.
- Respond to all Board related e-mails within 24 hours, at a minimum to confirm receipt and to acknowledge your further response at a later time.
- E-mail the New England Swimming office staff with all meeting notifications and meeting minutes.
- Keep a list of committee members and their contact information for your use.
- Keep a copy of the strategic calendar for dates of importance and deadlines. Meet your key deadlines and task due dates.
 - Operate within the duties designated to your committee
 - Complete necessary pre-work so as to be prepared to complete these tasks
- Ask for help when you need it!

(PATRICK)

New England Swimming: Board of Directors Primary Responsibilities

New England Swimming By-Laws

- Board of Directors (Article 5, pages 4-7)
- Officers and Directors (Article 6, pages 7-9)
- Divisions, Committees and Coordinators (Article 7, pages 10-14)

New England Swimming Policies and Procedures

- Organization (2.0, pages 3-6)
- Divisional Organization and Jurisdictions (3.0, pages 6-13)
- Duties and Powers of Standing Committees, Non-Officer Chairs and Coordinators (4.0, pages 13-15)
- Finance Division (14.0, pages 28-30)

(PATRICK)

New England Swimming: Board of Directors Primary Responsibilities

Using the Bylaws and the Policies and Procedures

- Understand your responsibilities
- Understand your limitations
- Understand where the help of the Board, Staff, House of Delegates, and/or other members of the community is needed
- Act, but act prudently
- Follow through accordingly!
- Remember that we are all ambassadors of the sport and the organization!

(PATRICK)

New England Swimming: Board of Directors Tasks

Task List

- Complete the [LSC On-line leadership course](#).
- Sign the Code of Conduct.
- Create a google account if you don't have one already to receive documents and view the calendar.
- Follow New England Swimming, New England Swimming Coaches, Officials, Safe Sport and Diversity & Inclusion Facebook pages. Follow @neswim on Twitter. We ask that you to occasionally share/promote relevant news. Before you submit, think about who is reading your posts and what type of message we want to promote for New England Swimming.
- Get to know your fellow board members!
- Join Board Source for free newsletters and information.
- Visit the NE Swim website regularly to stay current with news that is being shared.
- United we stand! Focus on the positive and serve our members with our mission!

(JON) New England Swimming: Committee Chairs Responsibilities

The **COMMITTEE STRUCTURE** allows our Board of Directors to distribute the workload of the LSC into smaller focus groups and allows for more positive programming decisions that are presented to the Board for discussion and/or approval.

All New England Swimming committee members must be registered and in good standing and must have 20% athlete member representation.

COMMITTEE CHAIRS - The role of committee chair requires extra work, time for communication with staff, a willingness to resolve conflicts amongst members of the committee and the LSC, and a commitment to keep the board chair informed at all times. The committee chair will be responsible for preparing agendas for the meetings, assigning responsibilities to committee members and doing some of the follow-up to make sure assigned work is being done by members.

(JON) New England Swimming: Committee Chairs Responsibilities

To Do's:

Chose a well-rounded diverse group of members that have a background or knowledge on the subject.

- Schedule at least two formal in-person meetings a year based on the seasonal calendar and deadlines and assign one person to take minutes. Use conference calling if necessary for other meetings needed to discuss topics that may come up during the season.
- E-mail the New England Swimming office staff with all meeting notifications and meeting minutes.
- All committee meetings are open meetings.
- Listen and communicate: hear what your peers are saying on deck and communicate those with your committee and the Board.
- Set goals for the upcoming year(s) with your committee and create a task list with due dates for accountability.
- Assign tasks to each member, support each member in completing these tasks and hold each other accountable for tasks and goals.
- Take action and lead the LSC in the way you have always wanted to achieve the mission!

(JON)

New England Swimming: Committee Chairs Responsibilities

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New England Swimming: Athlete Leadership

Athlete Leadership

- As a non-profit in service to our athletes, 20% of all of our boards, committees and task forces must contain athletes.
- Athletes are equal members of the board, committees and task forces:
 - Athletes are expected to attend as many meetings as possible as active participants
 - The opinions, ideas and feedback that the athletes provide the board is valued and critical to our board functioning
- Engage our athlete leadership – how can we best serve our athletes and their goals?
- What do our athletes need and want in order to be INSPIRED. UNITED. FAST?

(NOAM)

New England Swimming: Athlete Representatives & Athlete Executive Committee Primary Responsibilities

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New England Swimming: Budget Process

New England Swimming Budget Basics

- **Goals**
 - **Assessment of current year spend**
 - **Propose next year's spending and rationale**
- **Process**
 - **NES office sends summary information to Committee Chair**
 - **Current year original and approved budget proposal; YTD spending summary**
 - **Last full year(s) relevant spending summary**
 - **Template for the next year's budget proposal**
- **Important support narrative requested**
 - **Description of spending benefits to NES membership community**
 - **Goal intended to be met**
 - **Breadth / Depth of spending line item**
 - **Success / Challenges experienced from prior years similar spend**
 - **Differences / Areas of change vs prior year(s)**
 - **Special circumstances or other information Finance Committee should be aware**

(BILL)

New England Swimming: Budget Process

New England Swimming Budget Basics

- **Approval Process for Spending**
 - **Finance Committee reviews Committee Chair proposals and submit questions for clarification**
 - **Finance Vice Chair reviews submitted questions with respective Committee Chairs**
 - **Answers / budget adjustments reviewed with Finance Committee in formal session (presence of Committee Chair may be requested)**
 - **Finance Committee finalizes recommendation to Board of Directors**
 - **Board of Directors debate and end result submitted for House of Delegates approval**
 - **Once HOD approves, end result managed via NES office**

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(LAURA)

New England Swimming: INSPIRED. UNITED. FAST

The Patriots are our favorite football team:

“DO YOUR JOB!”

Uphold the New England Swimming brand

Spread the positives

INSPIRED. UNITED. FAST.

