

## Volunteer Roles Task Force

Meeting Minutes from 11/15 conference call

Attendees: Chris M., Mike H., Hugh M., Rob C.

### Task Force Charter (draft):

According to the U.S. Masters Swimming Strategic Plan, "One area of focus in the strategy is role clarity, the goal of which is to better define volunteer roles at the local and national level and in relationship to professional staff. This clarity not only alleviates frustrations that arise from differing expectations, it also makes it easier to serve when volunteers know what is expected in their role."

The VRTF will seek to examine and define volunteer roles for the benefit of people currently serving and for people who are considering how they can serve the organization. The initial focus will be on role clarity by drafting template materials for the purpose of role definition and volunteer training program development.

The resulting templates will help to inform this audience about each role/position with regard to volunteer responsibilities, the skills, experience and attributes expected, applicable training, benefits for the volunteer, and benefits to the USMS organization.

**The first phase will** include drafting volunteer roles for a) LMSC level elected, appointed, and event coordinator roles/positions, and b) National Committee roles/positions of Chair, Vice Chair, Member, Subcommittee Member, and Task Force Member. The drivers for examining these roles first are a) to align with the achievement of LMSC Standards, and b) to shape the roles to meet the needs of the organization, the staff, and the membership.

Subsequent phases **will** include other volunteer categories at the Local, Zone, and National levels.

### Meeting Notes:

- What the Task Force Objective(s) is/are and the scope of the effort (which roles to include/exclude)
  - [Meeting attendees discussed the materials distributed on 11/11.](#)
  - [Chris to draft of VRTF Charter for review and feedback \(see above\).](#)
  - [Phase I to include completion of LMSC Level and National Committee roles/position templates.](#)
  - [Future phases to include completion of Local, Zone and National level roles/position templates in priority order.](#)
- Why we feel it is needed (reference for volunteers, align to organization Strategic Plan, etc.)
  - [See draft VRTF Charter](#)
- How we intend to gather and document the most relevant information for the intended audience (template to use, methods to use, etc.)
  - [Prioritize the effort to address the volunteer roles/positions based on current, more urgent needs.](#)
  - [Utilize proposed template provided by Rob C.](#)

Next Steps:

1. LMSC Level role/position definitions
  - a. Rob C. to prefill templates for existing role definitions using information from Guide to Operations found at <http://www.usms.org/admin/lmschb/content/jobdesc>
  - b. Chris to reach out to Tracy to see if there are other position information resources available
2. National Committee role/position definitions
  - a. Mike and Hugh to draft templates for Chair, Vice Chair, Member, Subcommittee Member, and Task Force Member.
3. Chris to post meeting materials to BOD Discussion Forum
  - a. Revised Volunteer Roles list
  - b. Meeting minutes when approved
  - c. Rob's U.S.\_Masters\_Swimming\_Volunteer\_s\_Toolkit.DOC with proposed template.
4. Review compiled information at next conference call, scheduled for Tue., 11/29.