

Task Force Name:	Volunteer Roles Task Force (VRTF)	Session #:		Report #:	
Task Force Chair:	Chris McGiffin	Vice Chair:			
Minutes recorded by:	Chris McGiffin	Date/time of meeting:	10/11/12, 8:30EDT		

Motions Passed:

1. MSA to approve the minutes from 8/30/12 (Motion by Rob, 2nd by Dave)

Number of task force members present: 6	Absent: 0	Number of other delegates present: n/a
Task Force members present (list all, including chair and vice chair): Chris McGiffin (Chair), Mike Heather, Hugh Moore, Dave Diehl, Rob Copeland, Tracy Grilli		

Minutes

The meeting was called to order at 8:34PM EDT

1. Review/Approve 8/30/12 meeting minutes
 - a. **Chris to post to BOD forum and send to C.J.**
2. Action Item updates:
 - a. **Chris to get clarification on the difference between the role of paid contractor (Meg) versus the volunteer Rule Book Coordinator (Susan).**
 - i. The Rule Book Coordinator position was discussed during tonight's call, and it was learned that there may be movement toward making this more of a staff responsibility.
 - a. Susan was both paid contractor and Rule Book coordinator.
 - ii. It was suggested that this particular volunteer role template may no longer be necessary if the position responsibilities are fulfilled by a person paid by USMS.
 - iii. **Chris will pose this question to Nadine at the next BOD Conference call to determine the direction to take.**
 - a. **The role definition of Medical Coordinator**
 - i. Based on email conversations, it was determined that this position should be maintained by the Championship Committee in committee-specific policy or guideline documentation.
 - b. **Posting of LMSC Volunteer Role templates**
 - i. Chris provided the final draft LMSC templates and VRTF recommendations to Anna Lea via email.
 - ii. Anna Lea assisted and completed the posting of the documents and suggested verbiage on 10/11.
 - iii. Chris emailed Anna Lea to thank her for the help, and to request corrections so that the references to "chairman" should instead be "chair."
 - iv. The LMSC Volunteer Role Descriptions link is now present on the Guide to Operations page, and all 15 role templates are now available to reference at <http://www.usms.org/admin/lmschb/content/jobdesc>.
 - v. Feedback about the role descriptions is now directed to the LMSC Development Committee Chair.
3. Discuss/Review National Committee volunteer templates.
 - a. Committee Chair
 - i. Some minor updates were proposed and revisions were made.
 - ii. **Chris to post revised template to BOD Forum for review and comment.**

iii. Rob C. take a look at creating template drafts for our next meeting that consolidate generic responsibilities for these roles.

i. UANA Liaison

i. No further revision suggestions made by the VRTF.

ii. The VRTF discussed the rationale for creating a template for this role, and for what audience.

iii. The VRTF feels that this position is appointed to an experienced and highly qualified volunteer, and therefore a template may not be necessary.

iv. Chris will pose this question to Nadine at the next BOD Conference call to determine the direction to take.

5. No other templates were reviewed or suggested during the meeting.

6. Roundtable

a. No additional topics discussed.

7. Next Meeting date/time

a. Tentatively scheduled for Tue., 11/13 at 8:30PM.

The meeting was adjourned at 9:35PM EDT