



U.S. MASTERS SWIMMING

July 10, 2012

To: Board of Directors, US Masters Swimming, Inc.
Re: Volunteer Roles Task Force (VRTF) Mid-Year Report

Dear Board of Directors,

The Volunteer Roles Task Force (VRTF) was organized following last year's mid-year BOD meeting. Its mission was derived from the U.S. Masters Swimming Strategic Plan, which states "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."

According to its charter, the VRTF set out 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 was on role clarity by drafting template materials for the purpose of role definition and volunteer training program development.

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

The first phase included 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.

Over the ensuing months the VRTF has held eleven meetings - drafting, reviewing and refining the volunteer role templates within its scope of effort. Input from LMSC and National Committee volunteers was solicited through an email campaign that included the distribution of draft template definitions for 15 LMSC positions, three National Committee positions, and a host of other National level volunteer roles.

Copies of the current versions of the volunteer role templates have been posted to the BOD Discussion Forum for Board member reference.

In order to enable the effective visibility of the volunteer role templates, the VRTF proposes the following:

- 1) The creation of a new usms.org link, either as a brand new tab on the main landing page or as a link on the current Administration tab, called "Volunteer Roles" or "Volunteer Opportunities."
- 2) A new web page to categorize volunteers according to the level of USMS they serve - LMSC, Zone, National.
- 3) The volunteer role Position Descriptions should be listed within each category, with a corresponding link to a PDF copy of the current draft of the role definition.
- 4) Guide To Operations links for existing LMSC Officer Job Descriptions should be changed to point to the new page dedicated to LMSC Volunteer templates.
- 5) In order to offer direct member feedback on the templates, each category should offer the ability to respond to any position template via email to an appropriate contact (LMSC Development for the LMSC volunteer roles, and National Office for all others).
- 6) Template questions, comments, and suggestions should be submitted and reviewed, with an appropriate acknowledgement returned notifying receipt and confirming whether a proposed revision is acceptable.
- 7) When necessary, revisions can be made and posted to replace the prior template versions.

The VRTF views the volunteer role templates as ongoing drafts that serve as guidelines to our volunteers who serve the organization and its members, recognizing that the definitions should be refined as needed.

Respectfully submitted,

Chris McGiffin
Volunteer Roles Task Force Chair