

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:	8/30/12, 8:30EDT		

Motions Passed:

1. MSA to approve the minutes from 7/11/12 (Motion by Rob, 2nd by Dave)

Number of task force members present: 5	Absent: 1	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		

Minutes

The meeting was called to order at 8:35PM EDT

1. Review/Approve 7/11/12 meeting minutes
 - a. **Chris to post to BOD forum and send to C.J.**
2. Action Item updates:
 - a. **Chris to collect feedback from Zone Chairs on the current volunteer draft template.**
 - i. **Feedback is still trickling in, and revisions continue.**
 - a. **Chris continues to work on updating the Rule Book Coordinator draft template based on content from Anna Lea.**
 - i. **Revisions made during 8/30 call. Updates will be distributed to VRTF for any additional comments.**
 - b. **Jeff Roddin responded stating that he is compiling feedback for the Meet Liaison volunteer template.**
 - i. **Chris assisted Jeff, and updates were made based on the feedback Jeff provided.**
 - c. **Chris emailed Nadine and Anthony to see if the VRTF can help draft the BOD volunteer templates.**
 - i. **Anthony provided a draft template for BOD At Large Director volunteers.**
 - ii. **Chris to follow-up with Anthony to confirm expectations for other BOD volunteer template drafts.**
3. Discuss/Review template revisions provided 8/21.
 - a. Zone Chair - no further revision suggestions made by the VRTF.
 - b. National Championship Meet Liaison - no further revisions suggestions made by the VRTF.
 - c. Convention Coordinator - no further revision suggestions made by the VRTF.
 - d. USMS Liaison to USA Swimming - no further revision suggestions made by the VRTF.
 - e. Rule Book Coordinator - minor update to remove comment from Benefits to USMS.
 - i. **Chris to get clarification on the difference between the role of paid contractor (Meg) versus the volunteer coordinator (Susan).**
 - a. Discussion Forum Moderator - suggested revisions captured, and Chris to send updated draft to VRTF.
 - b. UANA Liaisons - suggested revisions captured, and Chris to send updated draft to VRTF.
 - c. Medical Coordinator
 - i. Discussion by VRTF suggested that this volunteer role is a better fit to be included with Championship Meet requirements as it does not seem affiliated with positions that volunteers seek out.

- ii. It was also recommended that Legal should review the draft role definition to confirm its content is suitable to all audiences.

iii. Chris to send this feedback to Nadine for further consideration.

1. Convention topics

- a. Discussion about making a motion at Convention during a BOD meeting to replace the existing LMSC Officer Job Descriptions (located <http://www.usms.org/admin/lmschb/content/jobdesc>) with the current draft templates.
 - i. The point made is that the LMSC Volunteer draft templates contain valuable information that we want to publish at the earliest convenience for delegate reference.
 - ii. Chris will float this idea with Nadine to see if it can be added to a meeting agenda.**
- b. Template ownership discussion and proposals
 - i. LMSC Development Committee to own LMSC Volunteer templates and review/revise as necessary based on feedback.
 - ii. National Office to own National level volunteer templates and review/revise as necessary based on feedback.
 - iii. BOD to own BOD level volunteer templates and review/revise as necessary based on feedback.

2. Next Meeting Date/Time

- a. The next VRTF meeting is TBD, but target is October 2012.**

3. Roundtable

- a. No additional topics discussed.

The meeting was adjourned at 9:35PM EDT