

USMS Executive Committee
Indianapolis, Indiana
September 19 - 22, 1984

The Executive Committee met in several sessions during the 1984 USMS Convention at Indianapolis. The first session was held at 1:00 p.m. on Wednesday, Sept. 19. All seven members were present: Officers Laux, Scott, Donnelly, Richardson; Legal Counsel Geoghegan, Past Pres. Haartz, and Zone Chair Dummer.

Discussions included updating on our financial status, with Comptroller Haartz advising \$20,000 surplus brings us to our goal of \$100,000 kitty. A brief review of the impact of a national sponsor, what we could do for such, exactly what we could expect from them. Two are in the talking stage, but each is confidential during sensitive negotiations.

Group Exempt Status; Ted reported all but South Dakota, Utah and Wyoming had made required submissions; Ross Wales has been super helpful in this effort. Ted will advise Ross to go ahead with whatever we have at end of Convention. Delinquent associations may have to be absorbed by adjoining.

It was agreed to have a noon meeting of Exec. Comm. Friday solely for the purpose of delineating the roles of the Registrar (potential conflict of interest, unwise to have voting function), an Executive Secretary/National Office. Verne Scott to prepare job descriptions; Sec. Donnelly to be appointed "Interim Executive Sec.". The Policy Statements regarding the above are attached. The Exec. Comm. (Laux, Scott, Haartz, Dummer and Donnelly) met with Registrar Enid Uhrich to spell out the exact duties. Enid offered to continue as Top Ten Chairman, preparing computer listings etc. at no cost to USMS except the usual supplies, and understands that she will not be a voting member of any other committee.

Other matters agreed upon and transmitted to committees involved:

- ..South Texas problem (Mildred Anderson or Larry Kreitcher as voter)
Gail Dummer to confer with both to force decision. (Success; share vote at this convention, letter received that Larry is now President).
- ..Rules Committee to meet again during convention to consider proposals contained in committee reports.
- ..Championship Committee to rank bids in order of priority.
- ..Reg Richardson to purchase and deliver trophies to men, women and combined top scorers from National Champs. Q. on purchase of medals referred to the Championship Committee. Refer to Snow Bird policy.
- ..Top Ten/Records; accept official times from Indust Hills and New Zealand. International Committee to put pressure to have results in required order. Indianapolis 83 Champs results to stand. Top Ten submissions to include consideration of verifiable times done outside an association.
- ..20 - 24 year olds. Feel they should remain unofficial. (Note, after Bob Helmick's appearance and statements, the Board of Governors so voted.
- .. p.s. The House of Delegates (formerly Board of Governors) voted to allot up to \$12,000 for FY 84-85 for the expenses of Executive Secretary's Office.

Dorothy Donnelly, Secretary

Procedural Plan for Positions of
Registrar, Secretary, and Executive Secretary

- POLICY: To establish Job Descriptions for Secretary and Registrar
To confirm concurrence of Job Descriptions with Dorothy Donnelly and establish costs and compensation
To confirm concurrence of Job Description for Registrar with Enid Uhrich with agreement that she relinquish existing membership on all Committees, but may serve as an Ad Hoc non voting member of appropriate Committees. Establish costs and compensation.
Review current budget request and make appropriate budget allocations.
Develop longer-term job description for USMS Executive Secretary by November 1 advertise availability and seek application proposals by February 15; review proposals and make appointment by May 1.

JOB DESCRIPTION - USMS Secretary

1. Perform duties described in the Code, Section III, (D)(4)(c).
2. In addition, serve as "Interim Executive Secretary" of USMS with identification as the USMS National Office and with responsibilities such as:
Receiving and distributing information on USMS organization and activities; responding to requests for information; making referrals to appropriate officers, committees, etc; assisting USMS Officers, Committee and Zone Chairpersons in clerical and mailing activities; maintaining a file of USMS policies and procedures; and being accessible on a regular basis.
3. Maintain a log of activities, requests, outsourcing costs, etc. and submit to the President with copies to the Executive Committee on a quarterly basis.
4. Perform these and any other responsibilities delegated by the President with the concurrence of the Executive Committee.

JOB DESCRIPTION - USMS Registrar

1. Organize, coordinate and process USMS Registrations for 1985, including general instructions, forms, responsibilities of IMSC Chairpersons and Registrars as they pertain to registration.
2. Obtain advance approval of all instructions, forms, etc., from the Registration Chairperson with the concurrence of the Committee.
3. Prepare lists of the Chairperson, Registrars, Secretaries, and Top Ten/Records person for each IMSC and distribute as appropriate.
4. Organize, coordinate, process and publish USMS National Records and Top Ten lists and distribute as is appropriate.
5. Prepare quarterly summaries of registrations, age & sex for each IMSC and distribute as is appropriate.
6. Prepare mailing labels on request.
7. Maintain a log of activities, requests, costs, etc. and submit to the Registration Chairperson on a quarterly basis.
8. Perform in a timely manner these and any other responsibilities as designated by the Registration Chairperson and in accordance with a predetermined schedule of costs.
9. Duplicate disks of Registration and Top Ten files.