



General Policies for Committee Administration & Operations

General Policies for Committee Administration

Date of adoption / Last revision:

COMMITTEES AND COORDINATORS

Unless otherwise specified in the USA Swimming Rules & Regulations, the USA Swimming and/or Middle Atlantic Swimming (MASI) Bylaws or this General Policies for Committee Administration & Operations, the General Chair, with vetting and recommendation from the Executive Director, shall appoint the athlete and non-athlete members of all Committees. A Committee may consist of only one member who will be known as the Chair.

Except as otherwise provided in the MASI Bylaws, or the Rules & Regulations:

- Non-athlete Committee members shall serve three (3) year terms, unless otherwise specified.
- Athlete Representatives shall serve two (2) year terms.
- Committee members' terms shall be staggered so that approximately one-third of all non-athlete members are appointed each year.
- Committees shall consist of volunteer members of USA Swimming & Middle Atlantic Swimming who are not compensated for their services.
- Non-athlete Committee members are limited to two (2) consecutive terms.

TASK FORCES

The General Chair or the Board of Directors may appoint one or more task force(s) to complete a specific objective where an existing Committee would not otherwise be appropriate. In each instance where a task force is established, the Board of Directors must also approve a budget for the activities and the administration of the task force. The term of service for a task force shall not exceed one year.

SUBCOMMITTEES

The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.

WORKING GROUP

The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

MISSION STATEMENT OF A COMMITTEE

Each Committee shall annually review the Committee's mission statement found in Policy and Procedures. Any proposed changes by the Committee must be presented to the Board of Directors through the Committees Board of Directors Liaison for approval.

ANNUAL GOALS OF A COMMITTEE

Each Committee shall establish annual goals and a timetable or action plan for achieving these goals.

MIDDLE ATLANTIC SWIMMING STAFF LIAISON

A Staff Liaison shall be assigned by the Executive Director to support and assist the Committee. The Staff Liaison shall serve as the principal channel of communication between the Middle Atlantic Swimming leadership and the Committee. The Staff Liaison shall facilitate necessary communication among Committee members and Middle Atlantic Swimming Officers. The Staff Liaison shall have voice but no vote in the meeting.

Other duties of the Staff Liaison include:

- Scheduling all meetings of the Committee, in coordination with Committee Chair.
- Providing virtual Committee meeting access to Committee members.
- Tracking that committee and subcommittee members are USA Swimming members in good standing.
- Ensuring, with Committee Chair, all Committee members complete requirements of Committee service.
- Ensuring the annual goals of the Committee, in consultation with the Committee and the Committee Chair, support Middle Atlantic Swimming's priorities while adhering to the organization's vision and values.
- Collecting Committee meeting minutes, both draft and approved versions, for posting to the Middle Atlantic Swimming website.
- Keeping Committee members informed of the activities of the Committee or of USA Swimming and/or Middle Atlantic Swimming since the last Committee meeting.
- Facilitating collaboration between Committees.

RESPONSIBILITIES OF COMMITTEE CHAIR

The responsibilities of the Committee Chair include:

- Providing an agenda for all Committee meetings.
- Presiding at all meetings of the Committee.
- Guiding the business of the Committee.
- Directing the Committee's activities towards the completion of its goals.
- Introducing guests and presenters to the Committee.
- Serving as the spokesperson for the Committee.
- Appointing a secretary or other Committee member to take minutes of all meetings.
- Reviewing the draft of the minutes, making corrections as necessary, and providing minutes to Staff Liaison in a timely manner.
- Working with the Staff Liaison to manage the programs and activities of the Committee within the approved budget.
- Submitting and justifying Committee budget variance request(s).
- Assuming responsibility for the Committee's compliance with the policies and procedures of USA Swimming and Middle Atlantic Swimming.
- Ensuring, with the Staff Liaison, all committee members complete requirements of committee service.
- Maintaining regular contact with the Staff Liaison.

MEMBERSHIP REQUIREMENT

All members of any Committee, Sub-Committee, task force or working group must be current members in good standing of USA Swimming.

ATHLETE MEMBERSHIP

At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.

CODE OF CONDUCT

All Middle Atlantic Swimming members are held to USA Swimming's Code of Conduct.

EQUAL OPPORTUNITY TO PARTICIPATE

It is the intent and purpose of Middle Atlantic Swimming to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, officials, and other volunteers to participate in the governance of Middle Atlantic Swimming without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in the governance of Middle Atlantic Swimming may be imposed unless otherwise set forth in the USA Swimming Rules & Regulations.

CONFLICT OF INTEREST

All Committee members must complete the annual Middle Atlantic Swimming Statement of Principles of Ethical Behavior and Conflict Interest Disclosure Form. As Policy outlines, "any individual accepting the honor of serving Middle Atlantic Swimming must also accept the burdens of public disclosure and public scrutiny."

CONFIDENTIALITY

Items which are designated by the Committee Chair to be of a confidential or sensitive nature must not be disclosed outside the setting of the Committee. Knowingly divulging this information may result in removal from the Committee.

OPEN MEETINGS

All Committee meetings shall be open to all members of Middle Atlantic Swimming except in those situations whereby majority vote of the body it would be in the interests of Middle Atlantic Swimming to hold a closed session (e.g., those relating to corporate or Committee personnel or legal matters).

STAGGERING TERMS

Unless otherwise specified in the USA Swimming Rules & Regulations, Middle Atlantic Swimming's Policy and Procedures or in this General Policies for Committee Administration and Operations, the terms of each non-athlete appointment to a Committee shall be staggered so that one-third of the non-athlete appointments are made annually.

REGULAR MEETINGS

Committee meetings shall be held at a location determined by the Committee Chair and Staff Liaison but will normally occur by video conference. All participants in all Committee meetings, regardless of the location, shall follow the USA Swimming's Code of Conduct or be asked to leave the subject premises and withdraw from the meeting immediately.

SCHEDULING AND WRITTEN NOTICE OF MEETINGS

To the extent feasible, all meetings shall be scheduled one (1) month in advance of the meeting date. A written notice of all Committee meetings stating the time and place thereof shall be given to each Committee member by email to each member's last known email address not less than five (5) days before the meeting. In the event that more than one-third (1/3) of the committee members are unable to commit to attend a meeting within three (3) days of the meeting date, the respective Middle Atlantic Swimming staff liaison or Committee Chair must cancel the meeting.

MEETING EXPENSES

In order to conduct an in-person Committee meeting, sufficient funds must have been previously budgeted and available to assume the expenses associated with the meeting.

QUORUM & VOTING

The presence at a regularly scheduled meeting of those duly registered and eligible to vote shall constitute a quorum. There shall be no voting by proxy. Each member shall have one vote on each matter; the Committee Chair need not vote except to break or cause a tie. Unless otherwise specified, ex-officio members shall have a voice but no vote in the meeting. Invited guests may speak when recognized by the chair.

ATTENDANCE REQUIREMENTS

A non-athlete member who accumulates two (2) or more unexcused absences within one (1) calendar year may be removed from the Committee.

PARTICIPATION REQUIREMENTS

Each athlete and non-athlete Committee member is expected to fully participate in all meetings and activities of the Committee as well as fulfill assigned duties in a timely manner. Failure to participate or complete assigned duties may result in removal from the Committee.

REMOVAL

Any Committee member who fails to meet minimum requirements for attendance or participation may face potential removal. The requisite 30-day written notice, with the 20-day written response opportunity must be followed. The notice of potential removal from the Committee, sent by the Committee Chair or General Chair and the Executive Director copied, must include specific reasons for removal.

An athlete or non-athlete member who continues to fail to participate or fulfill assigned duties in a timely manner may be removed. The Staff Liaison and the Committee Chair must have approval from the Executive Director and General Chair for removal. A Committee member who has been removed shall be notified in writing by the Executive Director.

MEETING AGENDA

A preliminary written agenda of the meeting should be discussed with the Middle Atlantic Swimming staff liaison at least seven (7) days in advance of the meeting, to the extent feasible. A Committee meeting agenda should follow the outline of:

- Call to Order
- Reading of Mission Statement of Middle Atlantic Swimming
- Roll Call
- Reading of Conflict-of-Interest Statement
- Approval of Previous Minutes
- Announcements
- Reports by Committee Members
- Old Business
- New Business
- Announcement of Date & Place of Next Meeting

COMMITTEE MEETING MINUTES

The minutes of all Committee meetings must be taken by a person designated by the Chair as the secretary of the Committee. The minutes should be prepared as an executive summary, not verbatim, and should include majority as well as any dissenting views. The attendance of members and guests present must be listed along with those members absent; a member whose absence is known in advance and is unavoidable may be excused, and noted, at the discretion of the Chair. Minutes must be posted to the Middle Atlantic Swimming website as a draft until minutes are approved at subsequent meeting then reposted as official. Items of a confidential or sensitive nature must be recorded separately and retained only in the Middle Atlantic Swimming files.

COMMUNICATIONS OUTSIDE OF THE COMMITTEE

All communications from the Committee intended for a wide distribution and beyond the membership of the Committee, including to the local Clubs, shall first be reviewed by the Staff Liaison and the Executive Director.

AUTHORIZATION OF EXPENSES

All expenditures must follow MASI Policy and Procedure. All MASI funds must be received and disbursed by Middle Atlantic Swimming.

FOOD AND BEVERAGE SERVICE

The cost of food and beverage service during in-person Committee meetings will be charged to the appropriate budget. Alcoholic beverages shall not be served during any meetings of Middle Atlantic Swimming.

HONORARIA

If budgeted, honoraria for speakers including coaches, athletes, and presenters, are permitted.

VIRTUAL MEETINGS

Committees shall be permitted to conduct businesses on behalf of Middle Atlantic Swimming by means of teleconference, video conferencing or other similar electronic means.

BALLOT BY E-MAIL

Any action which may be taken at any regular meeting of the Committee may also be taken without a meeting under the following procedures: The Committee Chair shall distribute a written ballot to every member of the Committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of the proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

(example)

COLLABORATION BETWEEN COMMITTEES

A Committee may request a specific task, event, or activity to be assigned and completed by another Committee(s) or Committee Member(s). This request must be documented and contain attributes that better clarify their context, timeline, progress, and responsible parties.

Requests will be processed as follows:

- The proposal (including estimated costs of implementation), by the initiating Committee, will become an action item for consideration by a specific Committee or by the Board of Directors or Executive Director, as appropriate.
- Specific Committee or the Board of Directors or Executive Director, as appropriate, approves or denies request. All denials must be provided in writing.
- If approved, confirmation of appropriate budgetary funds available will be requested to Comptroller.
- If adequate funds are not available, a budget variance must be submitted to Board of Directors.
- The implementation of action items shall be agreed upon by the appropriate member(s) of the Committees.

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Committee members will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the Committee, even in their absence. They are responsible for ensuring that all decisions are taken in the best interests of the organization and that their role is carried out effectively. Individual members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty, and leadership (known as The Nolan Principles).

The Middle Atlantic Swimming Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the LSC has adequate resources to advance its mission. The Board of Directors provide foresight, oversight, and insight to the LSC and will provide each Committee with a Mission.

The Middle Atlantic Swimming Board of Directors has delegated the organization's operations, its achievements, and its conduct through the Executive Director (MASI Governing Policy 4.0 Board/Management Connection). Therefore, each Committee's annual overall objectives will be provided by the ED annually in May.

The Committee responsibilities, outlined within this document, are the stated tasks of each Committee and do not encompass the comprehensive responsibility of the LSC for each Committee category. The Committee titles, while specific in nature, do not designate comprehensive responsibility to all activities of the LSC in said areas.

Meeting frequency and format:

Depending on the mission and responsibilities of each committee, the frequency of meetings necessary vary, and the minimum meeting frequency is specified in committee description. All meetings may be virtual, hybrid, or in-person, depending on the circumstances.

- Monthly – Meet at least 11 times per year; once per month.
- Bi-Monthly – Meet at least 5 times per year; once every other month.
- Quarterly – Meet 4 times per year.
- Annually – Meet only once per year.
- As-needed – Meet when called upon or as issues needing to be addressed arise.

Operating Committees

- Age Group Committee
- Athletes' Committee
- Audit Committee
- Awards Committee
- Coaches' Committee
- Diversity, Equity & Inclusion (DEI) Committee
- Finance Committee
- Governance Committee
- Officials Committee
- Open Water Committee
- Operational Risk Committee
- Safe Sport Committee
- Senior Committee
- Technical Planning Committee
- Travel Committee

Age Group Committee

Mission Statement: The Age Group Committee shall identify and promote ideas to assist Middle Atlantic Swimming in developing Age Group swimmers and shall provide assistance in transitioning swimmers from Age Group to Senior.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, this Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Performance Vice-Chair

Membership: The Age Group Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: Bi-monthly

Administrative Responsibilities:

- Submit Committee updates & reports to BOD, through BOD Liaison, before Board meetings.
- Share information with BOD and Clubs gathered from National or Zone meetings,
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Age Group Teams
- Age Group Championships
- Age Group Programming
- All additional Age Group items as assigned by the Executive Director.

Athletes Committee

Mission Statement: The Athletes Committee shall undertake any and all activities (a) delegated to it by the Board of Directors or the General Chair, or (b) undertaken by the Committee as being in the best interests of Athlete Representatives, MASI, USA Swimming and the sport of swimming.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, this Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Membership Services

Board of Directors Liaisons: Senior and Junior Athlete Board Representatives

Membership:

- The Athletes Committee shall consist of the Junior and Senior Athlete Board Representatives, and a sufficient number of Athlete Representatives elected by and from the Athlete Representatives to the House of Delegates to comprise a committee of 10 members.
- In addition to the Committee members, non-Committee members may also be appointed to Sub-Committees, task forces or working groups assigned to support the Committee's work, as approved by the Staff Liaison or the Executive Director, unless otherwise specified.

Chairperson: The Senior Athlete Board Representative or their designee shall be the chair of the committee.

Meetings: Bi-monthly

Administrative Responsibilities:

- Submit Committee updates & reports to Board of Directors, through Board of Director Liaison, before Board meetings.
- Share information with BOD and Clubs gathered from National or Zone meetings.
- Elect and report to HOD - Junior Athlete Board Representative.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Hold at least two meetings for Club Athlete Representatives.
- Encourage athletes to serve on MASI Committees and assist Committee Chairs find Athlete Representatives.
- Complete at least one community service project annually.
- All additional Athlete items as assigned by the Executive Director.

Audit Committee

Mission Statement: The Audit Committee shall aid in the fulfillment of the Annually Agreed Upon Procedures Audit found in the Affiliate Agreement to USA Swimming along with overseeing the implementation of recommended procedural changes.

This committee is tasked with oversight of specific responsibilities and duties that are performed by Staff for the organization; therefore, this Committee and Chair shall fall under the purview of the General Chair.

Staff Liaison: Comptroller

Board of Directors Liaison: Finance Vice-Chair

Membership: The members of the Audit Committee shall be the Finance Vice-Chair, the Coach Representative, two non-athlete members who are not members of the Finance Committee and a sufficient number of Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Chairperson: Finance Vice-Chair

Meetings: As needed

Administrative Responsibilities:

- Submit Committee updates & reports to Board of Directors, through Board of Director Liaison, before Board meetings.

Operational Responsibilities:

- To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the financial records of MASI. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information and answer questions.
- To submit the review or audit to the Finance Committee.

Awards Committee

Mission Statement: The Awards Committee shall celebrate the accomplishments and milestones in the sport of swimming achieved by MASI members and clubs through an awards program that creates fair and just recognition for those achievements.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, this Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Members Services

Board of Directors Liaison: Administrative Vice-Chair

Membership: The Awards Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: Quarterly

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Work with the Coaches Committee to select monthly and annual coach award recipients.
- Work with the BOD and any/all Committees to identify opportunities to recognize member accomplishments.
- Work with MASI Staff Liaison for purchasing and (as appropriate) personalizing awards in a timely manner for distribution to recipients.
- All additional Award items as assigned by the Executive Director.

Coaches Committee

Mission: The Coaches Committee shall lead, direct, and represent the voice, opinions, and viewpoints of all non-athlete coach members within Middle Atlantic Swimming.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, this Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Coach Representative

Membership: The Coaches Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: Coach Representative to the Board, elected in Year 1

Meetings: Bi-monthly

Administrative Responsibilities:

- Solicit feedback from MASI Coaches to share with the Board and at MASI Coach Meetings.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Share information with BOD and Clubs gathered from National or Zone meetings.
- Collaborate with the appropriate committees and Staff to review the annual Competition Schedule.
- Welcome and assist Head Coaches new to Middle Atlantic Swimming.
- Share Coach Educational opportunities.
- Work with the Awards Committee to select monthly and annual coach award recipients.
- All additional Coaches items as assigned by the Executive Director.

Diversity, Equity, and Inclusion Committee

Mission: The DEI Committee shall lead a fostering culture of inclusion and opportunity for MASI membership of all backgrounds and abilities. In addition, the DEI Committee shall be attentive to the aquatic needs of the greater community in order to assist in the growth of the sport of swimming.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Member Services

Board of Directors Liaison: Diversity, Equity and Inclusion Chair

Membership: The DEI Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: Diversity, Equity and Inclusion (DEI) Chair, elected in Year 3

Meetings: Bi-monthly

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Share information with BOD and Clubs gathered from National or Zone meetings.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Create an atmosphere for athletes, coaches, staff and volunteers to address inclusion in an open and trusting atmosphere.
- Create initiatives and programming to educate athletes, coaches, staff and volunteers on the challenges faced by underrepresented groups within the sport of swimming.
- Promote LSC water safety day events.
- Explore development of Club level DEI focused activities.
- Assist Outreach Athletes in fully participating in the sport of swimming.
- All additional DEI items as assigned by the Executive Director.

Finance Committee

Mission Statement: The Finance Committee shall provide short-term and long-term financial supervision for the LSC through, but not limited to, reporting, monitoring, internal controls, and transparency.

This committee is tasked with oversight of specific responsibilities and duties that are performed by Staff for the organization; therefore, this Committee and Chair shall fall under the purview of the Board of Directors.

Staff Liaison: Comptroller

Board of Directors Liaison: Finance Vice-Chair

Membership: The members of the Finance Committee shall be the Finance Vice-Chair, the General Chair, the Admin Vice-Chair, the Treasurer (voice, but no vote if staff member), and a sufficient number of Athlete Representatives so as to constitute at least twenty (20%) of the voting membership of the Committee.

Chairperson: Finance Vice-Chair

Meetings: Quarterly

Administrative Responsibilities:

- Submit board reports by requested date
- Submit annual HOD Report by requested date

Operational Responsibilities:

- Develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of MASI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates.
- Submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
- Consult with the Executive Director on proposed budget for consideration and approval by the Board of Directors and the House of Delegates.
- Complete and submit any state and local reports and filings.
- Monitor financial access and expenditures to ensure fiduciary responsibilities.
- Ensure timely required financial filings are submitted to local Treasury, IRS, and USA Swimming.

Governance Committee

Mission Statement: The Governance Committee shall provide on-going evaluation of the structure of Middle Atlantic Swimming in order to promote optimal business process and accountability, and to provide best practice guidance and support to the Middle Atlantic Swimming Board of Directors, Committee Members and MASI member clubs, as requested.

This committee is tasked with oversight of specific responsibilities and duties that are performed by Staff for the organization; therefore, this Committee and Chair shall fall under the purview of the General Chair.

Staff Liaison: MASI Executive Director

Board of Directors Liaison: Governance Committee Chair

Membership:

- The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of four (4) non-athlete members and a sufficient number of Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each athlete shall serve a two-year term, staggered such that approximately one-half of such members are appointed annually. Each non-athlete member shall serve a four-year term, staggered so that one-fourth (1/4) of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the MASI Board of Directors at any given time. In no case shall the General Chair serve on the Governance Committee.

Chairperson: The chair shall be elected annually by the Governance Committee from among its own members.

Meetings: Bi-monthly

Administrative Responsibilities:

- Submit monthly Board reports by requested date.
- Confirm all MASI Governing Documents align with USA Swimming Governing Documents
- Ensure MASI Governing Documents are updated and posted within 30 days of approved legislative changes.

Operational Responsibilities:

- To assist in periodic evaluation of the mission and vision statements and the Bylaws of MASI.
- To ensure that the Board's focus remains on the strategic plan.
- To aid in the development of expectations and processes for accountability of Board Members.
- To develop criteria for the qualities and required characteristics of Board Officers.
- To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members.
- To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed.
- To publish the slate of candidates to the MASI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by the voting members of the House of Delegates.
- To design and implement Board orientation and an ongoing program of Board education and development.
- To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

Officials Committee

Mission: The Officials Committee shall conduct programs to recruit, educate, train, and certify a diverse team of USA Swimming officials that will provide the highest quality, fair and consistent officiating for all levels of swimmers while ensuring safe competition environments.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Operations Vice-Chair

Membership: The Officials Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.
- In addition, serving as ex-officio members with voice but no vote shall be:
 - The immediate past Officials Committee Chair

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: Monthly

Administrative Responsibilities:

- Share information with BOD and Clubs gathered from National or Zone meetings.
- Submit monthly board reports by requested date
- Review MASI Officials webpages and ensure all information is current and accurate.
- Submit annual HOD Report by requested date

Operational Responsibilities:

- Manage the certification of all officials in the LSC.
- Develop and publish educational materials.
- Conduct training through clinics, workshops and webinars.
- Support and grow a diverse population of officials at all levels and positions.
- Facilitate advancement plan through education, opportunity and mentoring.
- Ensure succession planning to maintain the highest levels of officiating in the LSC.
- Enable participation at National level meets for qualified officials.

Open Water Committee

Mission: The Open Water Committee shall assist Middle Atlantic Swimming in developing, growing and promoting safe and successful Open Water Swimming programs at all levels of competition.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Performance Vice-Chair

Membership: The Open Water Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: As needed

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Share information with BOD and Clubs gathered from National or Zone meetings.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Pursue and promote open water events for MASI athletes.
- Assist Technical Planning Committee with scheduling LSC Open Water events and Championships.
- Assist MASI Clubs hosting Open Water events.
- Educate MASI Clubs interested in hosting Open Water events.

Operational Risk Committee

Mission: The Operational Risk Committee shall take a proactive approach assessing LSC risk, developing guidelines, and producing educational requirements.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Operations Vice-Chair

Membership: The Operational Risk Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: Monthly

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Share information with BOD and Clubs gathered from National or Zone meetings.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Proactively identify operational risks.
- Analyze the operational risks.
- Recommend guidelines, policies, and programs to manage operational risks.
- Promote the implementation of guidelines, policies, and programs to manage operational risks.

Personnel Committee

Mission: The Personnel Committee shall represent the Board of Directors in the overall management of the Executive Director. Additionally, provide guidance and support to the Executive Director with regard to the implementation of employee staffing, performance management, and compensation systems.

This committee is tasked with oversight of specific responsibilities and duties that are performed by Staff for the organization; therefore, this Committee and Chair shall fall under the purview of the General Chair.

Staff Liaison: none

Board of Directors Liaison: Administrative Vice-Chair

Membership: The Personnel Committee shall consist of Board of Directors members, as follows:

- General Chair.
- Administrative Vice Chair
- Finance Vice Chair
- Senior Athlete Board Representative

Chairperson: The chair shall be General Chair.

Meetings: Annually

Administrative & Operational Responsibilities:

- Ensure accurate and fair annual evaluation of the Executive Director.
- Assist Executive Director, as needed, with annual staffing analysis and planning.
- Ensure necessary resources to the Executive Director, as needed, to successfully carry out the roles and responsibilities of that position.
- Ensure the Employee manual is updated and distributed to all staff and that policies and procedures are implemented in a consistent manner.
- Ensure a comprehensive, fair, and equitable compensation system.
- Lead in the process to fill a vacancy of the Executive Director position.

Safe Sport Committee

Mission: The Safe Sport Committee shall support Middle Atlantic Swimming's commitment to provide a healthy and safe environment, free from abuse for all its members, especially athletes, through the planning, implementation, and coordination of USA Swimming's Safe Sport program.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Executive Director

Board of Directors Liaison: Safe Sport Chair

Membership: The Safe Sport Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: Safe Sport Chair, elected in Year 3

Meetings: Monthly

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Share information with BOD and Clubs gathered from National or Zone meetings.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Establish ongoing communication with MASI Club Safe Sport Chairs/Reps
- Encourage and educate clubs how to become a USA Swimming Safe Sport Recognized Club.
- Recommend corrective actions for Safe Sport identified risks.
- Ensure LSC meets requirements of USA Swimming or US Center for Safe Sport.
- Distribute Safe Sport educational and training materials.

Senior Committee

Mission: The Senior Committee shall provide technical input for the structure of championship meets, for developing athletes at the post-age group level, and for transitioning athletes beyond the Senior level.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Performance Vice-Chair

Membership: The Senior Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: Bi-monthly

Administrative Responsibilities:

- Submit Committee updates & reports to BOD, through BOD Liaison, before Board meetings.
- Share information with BOD and Clubs gathered from National or Zone meetings,
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Senior Teams
- Senior Championships
- Senior Programming

Technical Planning Committee

Mission: The Technical Planning Committee shall aid in the evaluation and creation of the annual competition schedule, including the MASI Championship Series, to provide the LSC with opportunities for swimmers of all levels.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Competition

Board of Directors Liaison: Performance Vice-Chair

Membership: The Technical Planning Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: Bi-monthly

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Share information with BOD and Clubs gathered from National or Zone meetings.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Assist host clubs with meet timeline issues for compliance with MASI and USA Swimming Rules and Regulations.
- Assist with planning of MASI LSC Championship meets.
- Develop annual Competition Schedule with MASI Coaches for BOD review.

Travel Fund Committee

Mission: The Travel Fund Committee shall support participation in meets at the Regional, National, and International levels through the budgetary funding.

Committees are tasked with operational responsibilities and duties for the Organization; therefore, each Committee and Chair shall fall under the purview of the Executive Director.

Staff Liaison: Director of Member Services

Board of Directors Liaison: Finance Vice-Chair

Membership: The Travel Committee shall consist of voting members, as follows:

- At least one-fifth (20%) of the voting membership of each Committee shall be eligible Athlete Representatives.
- Members appointed by the General Chair with vetting and recommendation of the Executive Director, to include coaches and others to ensure a variety of perspectives to address the needs of different sizes and types of MASI Swimming member clubs. Non-athlete appointments shall serve three-year terms, staggered so that one-third are named annually.
- The Committee Chair may create one or more Subcommittee(s) to assist in the work of the committee. In addition to the Committee members, non-Committee members may also be appointed to Subcommittees, with the support of the Executive Director, unless otherwise specified. At least one-fifth (20.0%) of the voting membership of all Subcommittees shall be eligible Athlete Representatives.
- The Committee Chair may create a Working Group to accomplish a specific objective to assist the Committee when that work cannot be accomplished by one Committee member and Staff. The purpose of each Working Group must be in writing.

Chairperson: The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

Meetings: See P&P for specific meeting times

Administrative Responsibilities:

- Submit monthly board reports by requested date.
- Submit annual HOD Report by requested date.

Operational Responsibilities:

- Identify and propose meets for which financial assistance may be provided to qualified athletes, clubs and officials for travel.
- Recommend the varying levels of meets for financial assistance.
- Review those applications that are exceptions to the parameters for travel assistance and recommend appropriate determination.
- Utilize the budgeted funds for athletes', clubs' and officials' travel to designated meets.

