

Governance Committee Meeting

Sunday, October 12, 2025

7:00 PM

Agenda

Call To Order

Review Governance Committee Responsibilities

The Governance Committee's responsibilities are stated in the IASI Bylaws, a section of the Bylaws that are given to IASI from USA Swimming. Here are the Governance Committee responsibilities:

I. Responsibilities

Required duties of the Governance Committee as defined by the Iowa Swimming Bylaws are:

- 1. To assist in periodic evaluation of the mission and vision statements and the Bylaws of IASI.*
- 2. To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.*
- 3. To aid in the development of personnel practices procedure including job descriptions and annual review of staff.*
- 4. To ensure that the Board's focus remains on the strategic plan.*
- 5. To aid in the development of expectations and processes for accountability of Board members.*
- 6. To develop criteria for the qualities and required characteristics of Board officers.*
- 7. To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members.*
- 8. 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.*
- 9. To publish the slate of candidates to the IASI membership at least fourteen (14) days prior to the election.*
- 10. To design and implement Board orientation and an ongoing program of Board education and development.*
- 11. To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.*

Review of LSC's Policies & Procedure

Each committee member will provide an update of their assigned section of IASI P&P

- Section I and Section L still needs to be reviewed and updated
 - Scholarship Committee

IASI Audit review

- Last internal audit was more than two years ago
- Work with Finance Committee to complete this
 - Assign a Governance Committee member to join this Task Force

IASI personal practices

- Assign a Governance Committee member to work with the Personnel Committee
 - Review job descriptions of current staff

IASI Strategic Planning

- Assign this responsibility to a Governance Committee member
 - Meet with Phil Barnes to discuss

IASI Board accountability

- Assign this responsibility to a Governance Committee member
 - Review work done by Board members and Committees

IASI Board orientation

All Governance Committee members need to be prepared to give this orientation

Set dates for future Governance Committee meetings

Need to set the 2025-2026 meeting dates and times