



# New England Swimming

---

## **BOARD ORIENTATION**

9/13/2022 NEW ENGLAND SWIMMING  
GOVERNANCE COMMITTEE

# New England Swimming: Mission & Vision

The New England Swimming MISSION:

**Provide opportunities for all to achieve their highest potential in competitive swimming.**

The New England Swimming VISION:

**INSPIRED. UNITED. FAST.**

# New England Swimming: Part of USA Swimming's Eastern Zone



# New England Swimming: Structure

- House of Delegates
- Board of Directors
- Committees & Coordinators

# New England Swimming: Divisions, Committees, Coordinators

## **Administrative Division- Rhi Jeffrey, Administrative Vice Chair**

- Calendar Committee- Rhi Jeffrey, Chair

## **Operations Division- Patrick Hunter, Program Operations Vice Chair**

- Diversity, Equity, and Inclusion Committee- Jesse Ford, Chair
- Officials Committee- Ken Galica, Chair
- Operational Risk Committee- Lisa Black Sholudko, Chair
- Safe Sport Committee- Susan Pascale-Freschette, Chair
- Technical Planning Committee- Patrick Johnstone, Chair

# New England Swimming: Divisions, Committees, Coordinators

## **Development and Performance Division- Jon Castaldo, Development and Performance Vice Chair**

- Age Group Committee- Caitlin Grant, Chair
- Senior Committee- Nick Rice, Chair
- Open Water
- Adaptive Swimming

## **Finance Division- Bill Glass, Finance Vice Chair**

- Finance Committee- Bill Glass, Chair

# New England Swimming: Divisions, Committees, Coordinators

## **Athletes Division- Kenzie Driscoll, Senior Athlete Representative**

- Athletes Executive Committee- Kenzie Driscoll, Chair
- Athletes Committee- Kenzie Driscoll, Chair

## **Coaches Division- Alessandro Eramo, Senior Coach Representative**

- Coaches Committee, Alessandro Eramo, Chair

# New England Swimming: Divisions, Committees, Coordinators

## **Executive Committee- Betsy Russell, Chair**

- General Chair, Administrative Vice Chair, Program Operations Vice Chair, Development and Performance Vice Chair, Secretary, Finance Vice Chair, Senior Coach Representative, Senior Athlete Representative, Junior Athlete Representative
- May act on behalf of Board of Directors in between meetings of Board of Directors/House of Delegates- three days notice required for meetings
- Activities to be reported to Board of Directors for ratification

## **Personnel Committee- Betsy Russell, Chair**



# New England Swimming: Divisions, Committees, Coordinators

## **Governance Committee- Patrick Hunter, Chair**

- Governance role
- Nominations role

## **Administrative Review Board- Bill Carline, Chair**

- New England Swimming has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within NESI which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, NESI or the sport of swimming into disrepute.

# New England Swimming: Basic Responsibilities

## **Basic Responsibilities**

- Operate within the mission and vision of the organization at all times, in the best interest of ALL of our membership
- Know, understand, follow and uphold all MAAP and Safe Sport policies and practices.
- Know and follow your job description!
- Prepare for, attend and fully participate in all Board Meetings and appropriate Committee Meetings and Task Force Meetings.
- Respond to all Board related emails within 24 hours, at a minimum to confirm receipt and to acknowledge your further response at a later time.
- Keep a list of committee members and their contact information for your use.
- Only the General Chair, Administrative Vice Chair, Program Operations Vice Chair, Development and Performance Vice Chair, and Finance Vice Chair may execute contracts on behalf of the LSC
- Keep a copy of the strategic calendar for dates of importance and deadlines. Meet your key deadlines and task due dates.
  - Operate within the duties designated to your committee
  - Complete necessary pre-work so as to be prepared to complete these tasks
- Ask for help when you need it!

# New England Swimming: Committee Activities

- Meetings are OPEN per bylaws, unless related to personnel, etc. Committee may vote to go into closed session.
- Five Days' Written Notice Required for all Committee meetings- notify Moriah and Jenelle
- Agenda should be posted in advance
- Committees are responsible for the execution of their programming, except as designated in policy/bylaws or in staff job descriptions
- Goal: Committees carry out work, Board provides oversight, strategic direction, and necessary approvals/policy
- Keep meeting minutes
- Engage your athletes!

# New England Swimming: Board Meetings

- Meetings are OPEN per bylaws, unless related to personnel, etc. Board may vote to go into closed session.
- Six Days' Written Notice Required for all Board Meetings
- Submit agenda items to Betsy, Scott, Moriah, and Jenelle as soon as feasible- preferably a few weeks out
- Actual proposals should be submitted at least 7 days before
- Consent Agendas- To be sent to Scott at least 7 days before- Work with your Vice Chair
- Goal: Transparency for Membership
- Robert's Rules or Order
- Collaborate with Others

# New England Swimming: Board of Directors Legal Duties

A non-profit's Board of Directors is the central decision-making body for the organization. It has ultimate responsibility and accountability for the organization's actions. A Board of Directors advances the mission of the organization.

- A fiduciary is someone acting on the behalf of another based on an expectation of trust. ***A non-profit Board of Directors and its members individually have three fundamental fiduciary duties: a duty of care, a duty of loyalty, and a duty of obedience.***
  - **The duty of care** means that the board member actively participates, attends board meetings, is educated on the sport, provides strategic direction, and oversees management.
  - **The duty of loyalty** requires the board member to operate in the interest of New England Swimming as an entirety and not to use the position to further personal agenda.
  - **The duty of obedience** requires the board to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS. Obedience to governing documents requires a deep understanding of the operating documents (By-laws, Rules & Regs, Policy & Procedures) and a clear understanding of the difference between the terms “may” and “must” contained in those documents. Finally, obedience requires that the board not act outside the scope of the organization's legal documents.

The responsibilities of a board member are numerous, but the pay-off is priceless. Excellent board governance requires that the Board of Directors understands and faithfully executes their duties. We can successfully advance our mission with an educated and committed Board of Directors.

# New England Swimming: Committee Chairs Responsibilities

The **COMMITTEE STRUCTURE** allows our Board of Directors to distribute the workload of the LSC into smaller focus groups and allows for more positive programming decisions that are presented to the Board for discussion and/or approval.

All New England Swimming committee members must be registered and in good standing and must have 20% athlete member representation.

**COMMITTEE CHAIRS** - The role of committee chair requires extra work, time for communication with staff, a willingness to resolve conflicts amongst members of the committee and the LSC, and a commitment to keep the board chair informed at all times. The committee chair will be responsible for preparing agendas for the meetings, assigning responsibilities to committee members and doing some of the follow-up to make sure assigned work is being done by members.

# New England Swimming: Important Policies

- Conflict of Interest Policy
- Grievance Policy
- Social Media Policy
- Budgeting Policy
- Crisis Management and Communication Plan

# New England Swimming: Social Media Policy

- If you would like to initiate a social media channel for your Committee/NE Swimming, request permission, in writing, from the Admin Vice Chair.
- User access must be requested, in writing, from the Admin Vice Chair. A specific time period of access may be included.
- Once access is approved by the Admin Vice Chair, this form must be completed:  
[https://docs.google.com/forms/d/e/1FAIpQLScUY5sBFPADLD49nEvDKJ3FU\\_kX57Aek06bP4uygUMU9EMqrA/viewform?usp=send\\_form](https://docs.google.com/forms/d/e/1FAIpQLScUY5sBFPADLD49nEvDKJ3FU_kX57Aek06bP4uygUMU9EMqrA/viewform?usp=send_form)
- Once this form is completed, user access may begin and login info will be provided.



# New England Swimming: Transition Expectations

OUTGOING COMMITTEE CHAIRS and BOARD VICE CHAIRS are expected to actively participate in the transition process as the INCOMING COMMITTEE CHAIR begins their tenure.

- After the spring House of Delegates Meeting and before the next scheduled Board Meeting is expected that the outgoing chair will contact the incoming chair via phone, e-mail or text to create a transition plan.
- It is expected that both the outgoing chair and the incoming chair attend the next scheduled board meeting following the spring House of Delegates meeting to facilitate the chair transition.
- It is expected that the outgoing chair will clearly communicate all of the committee specific strategic, budgeting and program planning through August 31 to the incoming chair.
- The incoming chair is expected to implement the current strategic, budgeting and program planning put in place through August 31 by the outgoing chair and committee.
- Once elected/appointed, the new Chair/Vice Chair may begin to plan programming for implementation September 1 and beyond.
- The outgoing chair will be available to provide guidance and answer committee relevant questions as needed by the the incoming chair.

Jon

# New England Swimming: INSPIRED. UNITED. FAST

“DO YOUR JOB!”

Uphold the New England Swimming brand

Spread the positives

INSPIRED. UNITED. FAST.

