

	<h2>Policies and Procedures</h2>	
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### Board Member Training Guide

Things to know when getting started:

1. You will have a [utahswimming.org](mailto:utahswimming.org) email account assigned to you based on your board position (for example [secretary@utahswimming.org](mailto:secretary@utahswimming.org)). You will need to contact either Shane Lamb or Paul Larsen to get your password changed so that you have access.
2. The Utah swimming website is: [www.swimutah.com](http://www.swimutah.com).
3. Please make sure you have an established committee to help you in your position. You are the committee chair of the \_\_\_\_\_ committee. The current committee member names are on the website. (Governance > Committees > [Your committee name]) The one who held your position previously should be able to give you committee member contact information and current projects/issues being addressed.
4. Meet with that committee as often as necessary (generally monthly, but more or less often as need arises).
5. You have a governance committee partner who will help with orientation and any questions you may have. Your partner is: \_\_\_\_\_ [Name and contact info]
6. **You don't need to know everything, you just need to know where to find it, and almost everything is found on the website under the "Governance" tab.**
  - Specifically: all board member contacts, bylaws, policies and procedures, board job descriptions, and all other governing documents are posted on the website, [www.swimutah.com](http://www.swimutah.com). The general and specific job description for your board position is in the Board policy #020 on the site.

Change Log				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	6/9/2020	New checklist proposed to and accepted by board. Formatted and posted July 2020	Mike Glissmeyer & Cathy Vaughan	BOD
2	9/26/2021	Reviewed for accuracy	Serena Werner	BOD