

# MARYLAND SWIMMING

**WELCOME!**



BOARD MEMBER ORIENTATION

# COMMUNITY GUIDELINES

- Understand that this presentation will be recorded and shared as an educational resource.
- Choose to participate with video on or off.
- Confidentiality - what's learned and shared stays here.
- Actively listen
- Speak from the "I/Me" perspective
- Trust everyone is thinking and contributing with best intent even if mistakes are made
- Remain open minded
- Comfort levels are different - do yours +1
- Be honest about how the dialogue makes you feel
- Focus on the point, not the person and agree to disagree.
- Accept and expect a lack of immediate closure.
- Treat each other with respect and know that everyone matters.

# MISSION & VISION

## **MISSION**

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Maryland Swimming provides opportunities for swimmers to participate in competitive swimming, reach your full potential, and develop skills for lifelong success.

## **VISION**

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To make  
**SWIMMING** the  
sport of choice for  
Maryland

# CORE VALUES



**PRO**

**Proactive  
Achievement**

**Respect**

**Ownership**

# PROACTIVE ACHIEVEMENT

Continuously improve: Board Members, Athletes, Coaches, Officials and Volunteers;

Invest in conferences, workshops and conventions

Be creative and innovative - never be satisfied;

Set goals and initiatives, so Maryland Swimming is a success for everyone;

Commit to safety in Maryland Swimming;

Engage Athletes in decision-making; and

Celebrate success of members and volunteers.

# RESPECT

Communicate with kindness;

Do the right thing: act with honesty and integrity;

Recognize each person's strengths and embrace differences;

Encourage diversity and inclusion at all levels;

Honor Fiduciary Role: duty of care, duty of loyalty, and duty of obedience.

# OWNERSHIP

Practice Financial Intelligence;

Assume responsibility for actions, decisions, and policies;

Evaluate success of Maryland Swimming Board of Directors annually; and

Seek talented volunteers to sustain the work of Maryland Swimming; and

Provide mentoring.

# HISTORICAL PERSPECTIVE

Amateur Athletic Union (AAU) est. 1888

USA Swimming became National Governing Body (NGB) for swimming, 1980 pursuant to [Olympic Sports Act of 1978](#)

MDSwim → USA Swimming 1980

Incorporated 5/15/1984 “to promote amateur competitive swimming in Maryland”

MDSI: Domestic Non-Stock Corporation; Tax Exempt

Updated mission and vision statements in 2016



# ADMINISTRATIVE DIRECTOR - OFFICE

- Liaison between USA Swimming and MD Swimming
- Maintain Club Contact Information
- Communication of pertinent Information and Reporting
- Maintain Document Formatting and Storage
- Maintain Website
- Coordinate LSC travel
- LSC Member Registration
- Pre-Meet and Post Meet Requirements
- Fiscal Management – Billing & Invoicing
- Event Preparation – USAS Summit / Workshops, House of Delegates, Retreat, etc.

# BOARD OF DIRECTORS

## **20 Members**

- Officers
- Committee Chairs
- Athlete Reps – Senior and Junior
- Four At-Large – Two Athlete, Two Non-Athlete

# DIVISIONS

Administrative – Admin Vice Chair

- Club Development, Governance Committee

Finance – Finance Vice Chair

- Finance Committee, Treasurer, Equipment Manager

Program Operations – Program Operations Chair

- Operational Risk, Technical Planning, Officials, Meet Operations, Awards

Program Development – Program Development Chair

- Open Water, Safe Sport, DEI, Athlete Board Members

Coaches – Coach Representative

- Coach Committee

# ADVISORY ROLE

## Governance Committee

- Board Orientation , Governing Documents, Strategic & Succession Planning, Nominations

## Administrative Review Board

- Respond to complaints and appeals regarding administrative matters which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions.

# OFFICERS

## **Elected by HOD**

Legally responsible for the actions of the board

- General Chair
- Administrative Vice Chair
- Finance Vice Chair
- Secretary
- Treasurer
- Program Operations Chair
- Program Development Chair

# COMMITTEE CHIRS

## **Elected by HOD**

Responsible for addressing specific issues for their committee

- Coach Representative
- Safe Sport Chair
- Inclusion - D&I/Disability Chair
- Technical Planning Chair
- Meet Operations Chair
- Open Water Chair
- Officials Chair

# EXECUTIVE COMMITTEE

Convened to address critical issues between scheduled MDSI Board Meetings

- General Chair (who shall act as chair)
- Administrative Vice Chair
- Finance Vice Chair
- Program Operations Chair
- Program Development Chair
- Secretary
- Coach Representative
- Athlete Committee Chair (Senior Athlete Representative)
- Athlete Committee Vice Chair (Junior Athlete Representative)

# ELECTIONS

Held Annually at House of Delegates (HOD) Staggered Elections:

- Officers elected in odd years
- Committee and At –Large in even years
- Athletes Bi – Annually by athletes
- Administrative Board of Review
- Governance Committee



# QUORUM

- HOD: Simple majority of those credentialed and present (no proxy)
- BOD: Simple majority of those ELECTED
- Committees: Simple majority of committee members present and elected for the committees with elected members at HoD

# BOARD ROLES & RESPONSIBILITIES

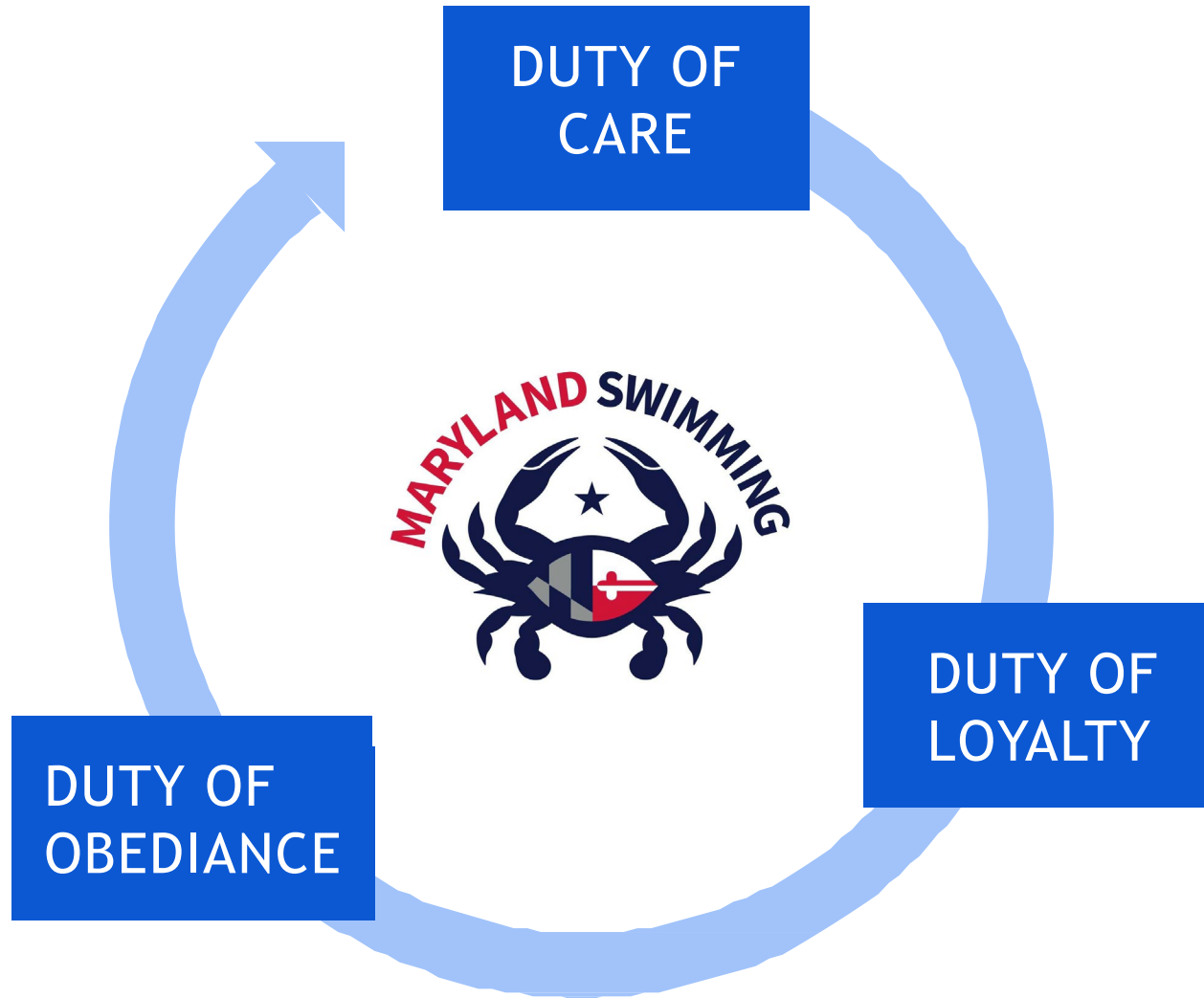
- The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates, the Board of Directors and assigned committees
- Position descriptions are located on the website

# CODE OF CONDUCT

- Dignity and Value
- Accountable
- High Standard – Personal Ethics
- Open, Honest Exchange of Ideas, Thoughts
- Accept and Act on Changes



# LEGAL DUTIES



# CONFLICT OF INTEREST

- Annually, Board Members will sign the Conflict of Interest Form
- Signed form - MDSI Office Administrator

*At the beginning of each meeting, if you think and/or know you have a conflict of interest, you are obligated to announce this to the group.*

# INSURANCE POLICY COVERAGE

- MDSI - covered through USA Swimming
- Fee - paid annually
- Insurance covers all aspects of the business of Maryland Swimming, Inc.

# CONSENT AGENDA

- Financial Reports
- Committee Reports
- Previous Meeting Minutes
- Meeting Dates

# ROBERTS RULES OF ORDER

## PURPOSE & PRINCIPLES

Orderly Meetings: Robert's Rules ensures meetings are conducted in an organized and efficient way, preventing chaos and promoting a structured environment for decision-making

Fairness and Participation: It ensures that all members have a chance to be heard, that discussions are focused, and that decisions are made through a fair process.

Focus on Majority Rule: While protecting minority rights, Robert's Rules emphasizes the importance of majority rule in decision-making.



# ROBERTS RULES OF ORDER

## KEY ELEMENTS

Motions: Members can propose actions through motions, which require a second, debate, and a vote.

Debate: Only one person speaks at a time, and discussions must stay on topic and be respectful

Voting: Decisions are made by a majority vote

Point of Order: Members can raise concerns about rule violations

Meeting Structure: Meetings follow a defined structure, including calling the meeting to order, addressing old and new business, and adjourning

# MONTHLY REPORTS

- Board Member / Committee Chair completes online Monthly Report
- Secretary requests at least one week prior to each meeting

# INITIATIVES / CHARGES

- Action item from Minutes
- Drives Agenda for next meeting
- Reviewed at every meeting – to relate progress or roadblocks or celebrate success
- Outcome Documented

# USA SWIMMING REQUIREMENTS

- Affiliation Agreement
- LEAP – LSC Evaluation and Achievement Program
- Annual Audit
- 990 Tax Filing

# QUESTIONS

