

HUMBOLDT SWIM CLUB

BOARD MEMBER NOMINATIONS AND ELECTIONS INFORMATION

FALL 2025

On October 14, 2025, Humboldt Swim Club (HSC) will elect new Board members to its Board of Directors (the “Board”) in accordance with HSC Bylaws. A Nominating committee consisting of volunteer parents and at least one existing Board member will select and place qualifying nominees on the ballot.

Applicants may self-nominate or be nominated by a third party with written consent of the applicant. No nominee may be ultimately placed on the ballot if they have not gone through the application and nomination process.

APPLICATION FORM

Interested applicants should thoroughly review the information below and the application form, to verify their understanding of the nominating criteria and to ensure their willingness to fulfill the duties and responsibilities of a HSC Board member.

Those interested in serving on the Board must submit a completed application no later than Monday, September 29, 2025. Late applications will not be considered by the Nominating Committee.

VOTER ELIGIBILITY

In accordance with Article IV. Section 2,

“Swimming Families, Board-approved Community Members, and Swimmers over the age of 18 shall be the Voting Members of this Corporation. Swimming Families are composed of the parents or guardians of Swimming Members, or are a member of U.S. Masters Swimming ©...a Swimming Family is considered a single Member and thus is entitled to a single vote.”

ORGANIZATION MISSION & OVERVIEW

Humboldt Swim Club is a 501(c)(3) nonprofit organization whose,

“...mission is to provide our community with a USA Swimming club and to promote the sport of swimming in our area. Team members are given the opportunity to pursue their goals in the sport of swimming to whatever level they aspire and are capable of achieving in a safe, positive and inclusive environment. Swimmers are supported and valued whatever their level from novice to national.”
HSC is governed by a Board of Directors, which oversees about 125 athletes, coaches, assistant coaches and volunteers under the guidance of the HSC mission, Bylaws, and policies. In addition, the Board manages a budget of approximately \$100,000/year.

BOARD COMPOSITION

The Board has a maximum of seven (7) voting members, including:

- President
- Vice-President
- Secretary
- Treasurer
- Three other currently non-titled board members

2025 BOARD OF DIRECTORS CALL FOR NOMINATIONS

The Bylaws of HSC specifically state that Board members must advocate and vote for what is in the best interests of HSC, its membership, and the sport and not for any interests of other sporting organization or stakeholder groups including but not limited to other USA Swimming ©clubs, USA Water Polo ©, or USA Triathlon ©, or US Masters Swimming © approved organizations.

BOARD MEETINGS, TIME COMMITMENT, DUTIES, AND TERMS

Board Meetings: The Board meets monthly, usually on the third Thursday of the month. Time commitments for each board member vary but can be several hours every week and for the President and Treasurer several hours a day.

Only the Treasurer receives any form of compensation for their duties due to the workload associated with the position. Compensation occurs in the form of discounts for the person's swimmers HSC monthly dues.

The duties of board members include but may not be limited to the following:

- Supervision of Head Coach
- Financial responsibilities and budget management
- Safe-sport certifications
- Officials recruitment and training
- Fundraising and sponsorships
- Team apparel
- Social media
- Scholarships and grant applications
- Diversity equity and inclusion
- Participation in strategic working groups or committees

The term for each board member is 2 years.

For more specific information on board member duties, please see the [HSC Bylaws](#). These can be found on hscswim.org

2025 BOARD CHARGE TO THE NOMINATING COMMITTEE

The Board is looking for candidates that have the time and expertise to dedicate to HSC. The Board seeks individuals who have the ability to get up to speed quickly and help assess how our organization is performing and how we best position ourselves as a competitive youth swimming organization for our membership.

Persons with the following experience and qualifications are highly desired:

- Non Profit leadership and governance.
- Financial oversight of operations and strategic planning.
- Past demonstration of commitment to USA Swimming or similar youth sports organization.
- Knowledge and skills in policy-making, legal, and fiduciary responsibilities.
- Financial literacy.
- Demonstrated ability to participate productively in group processes.
- Professional relationships/associations that may be beneficial to HSC.
- Commitment to support and adhere to the Board's governing documents (Bylaws, the Board Governing Policies Manual, etc.).
- Ensuring diversity within the Board's composition (gender,ethnic, age, geography, etc.).
- For incumbent or past Board members seeking re-nomination, demonstration of fulfillment of individual Board members' responsibilities.

STATEMENT OF COMMITMENT

Per the HSC Bylaws, the application form includes a Statement of Commitment. The Statement of Commitment states that no nominee shall be eligible for election unless they have signed a written commitment to adhere to HSC's Articles of Incorporation, Bylaws, policies, future Board resolutions, governing policies and codes of conduct then in effect. The signed Statement of Commitment must be dated and received by the application deadline. No nominee will be placed on the ballot without signing the Statement of Commitment.

ELIGIBILITY & SCREENING

The application form includes the following disclosures:

- Eligibility. Nominees must meet the requirements outlined in the application form. The Nominating committee will receive these disclosures as part of the application and will resolve questions and disputes in eligibility and the application of these qualifications.

Any ineligible nominees will be eliminated at this stage by recommendation of the Nominating committee.

- Good Standing. If elected, Board members must be members of USA Swimming in good standing during their entire service. Please note that good standing requires the satisfactory completion of a USA Swimming background check and Athlete Protection Training, among other requirements and renewal certifications. Background checks may take up to 30 days.

NOMINATIONS PROCESS / TIMELINE

The key dates of the selection process in 2025 are as follows:

- Monday, September 29, 2024: Application deadline including Statement of Commitment by prospective board members.
- September 29-October 5, 2024: Nominating Committee screens nominees, selects proposed nominees, and notifies those selected/not selected as eligible nominees, and develops ballot.
- Monday, October 6: Ballots made available to HSC Membership.
- Tuesday, October 14, 2025: Election Day for HSC Membership to select HSC Board members
- Thursday October 16, 2024: Results of Election are announced and new HSC Board members are invited to join HSC board meeting. Nominations for Board member roles are made.
- Thursday, November 20, 2025 HSC Board members are sworn in at the regular November HSC Board Meeting, Board officer positions are voted upon, and Board member roles are made.

2024 NOMINATING COMMITTEE

Per HSC Bylaw Article VII Section 2, the 2024 Nominating Committee members are as follows:

- Pat Spellmeyer, HSC Meet Director (Support role only)
- Three or more members from HSC membership or community

For additional information contact:

Vice President, Patricia Terry

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