

Border Swimming
Board Member Manual



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Border Swimming, Inc.
Board of Directors Manual

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Welcome Border Swimming Board Member!

We at Border Swimming (BD) are excited to have you as a valued member of our LSC to actively support our mission and vision! We hope that you too are as equally excited to play an active role in the governance of our Local Swim Committee (LSC).

As you are aware, the Border Swimming LSC is the legislative branch of USA Swimming. USA Swimming was created, in effect, by the United States Congress under the Ted Stevens Amateur Sports Act. This law charters and grants monopoly status to the United States Olympic Committee, and specifies requirements for its member national governing bodies for individual sports. Border Swimming, just like USA Swimming, is a 501(c)3 not-for-profit, and USA Swimming is our parent company.

Border Swimming is an all-volunteer run organization. We rely on volunteers from around our area (currently just the city of El Paso). We thank you for volunteering for the all-important task off assisting BD in leading the state (we can always hope) in programming and performance, as well as developing, promoting and leading the sport of swimming, providing an environment for life-long growth and achievement for our members, athletes and non-athletes alike.

Our goals as an organization include, but are not limited to:

- Develop membership and program growth.
- Promote and market the values and benefits of swimming to families and communities.
- Offer educational opportunities.
- Deliver effective communications inside and outside the sport.

Some of our key principals and strategic objectives include:

- Advance the development of life-long skills.
- Advocate physical activity and a fun, healthy lifestyle.
- Actively participate and advocate the development and improvement of facilities.
- Advance professionalism in non-athletes.
- Deliver high quality customer service.
- Develop and foster relationships with governmental and corporate entities.
- Ensure financial stability and accountability.

- Elevate performance of the LSC's athletes.
- Foster a spirit of cooperation and communication.
- Increase membership diversity.
- Market our vision, mission, principles and strategic objectives.
- Promote and provide effective educational opportunities for athletes, coaches, officials, parents, volunteers and the community.

Inside this manual, you will find:

- Current Board members and contact information
- ALL BD Board Members Job Descriptions with estimated time requirements
- A link to Current Bylaws and Policies and Procedures
- Roles and Responsibilities of a successful Board, and its members
- Current financial information for BD

Once again, we appreciate your willingness to volunteer your time and energy to assist in running our not-for-profit business! If you should have any questions or suggestions during your term of service, please feel free to contact me anytime. I take great pride in educating, cultivating, and retaining great volunteers!

Written by Jim Holcomb, previous General Chair of BD and edited by Monica Benjamin on 7/2/24

23-24 Board Members

General Chair: Brett Elliott

Admin Vice Chair: Monica Benjamin

Financial Chair: Eddie Saint Lo

Senior Chair: Alejandro Aguirre

Age-Group Chair: Miguel Cardenas

Coaches Rep: Todd Roberts

Sanction Chair: Pete Dunavent

Secretary: Heather Cuellar

Treasurer: Jennifer Wallen

Technical Planning: Ruben Pallares

Athlete: Sarah Wallen

Athlete: Brianna Elliott

Operational Risk: Amie Goeldner

Safe Sport: Amie Goeldner

Registrar: Melissa Untereker

Officials Chair: Faye Phelps

Diversity, Equality, Inclusion: Vacant

Ten Basic Responsibilities of Nonprofit Boards

- **Determine the Organization's Mission and Purpose**

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

- **Select the Executive (General Chair)**

Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.

- **Support the Executive and Review His or Her Performance**

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.

- **Ensure Effective Organizational Planning**

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

- **Ensure Adequate Resources**

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff, if any, to raise funds from the community.

- **Manage Resources Effectively**

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

- **Determine and Monitor the Organization's Programs and Services**

The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.

- **Enhance the Organization's Public Image**

An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

- **Serve as a Court of Appeal**

Except in the direst of circumstances, the board must serve as a court of appeal in personnel matters. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will reduce the risk of conflict.

- **Assess Its Own Performance**

By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in developing a long-range plan.

*Source: From the Center for Non-Profit Boards

Border Swimming Mission Statement:

It is our mission to promote high quality competitive swimming programs by providing an inclusive and safe environment where all members can achieve their greatest potential in and out of the water.

Elections

Election of board members occurs at the annual House of Delegates meeting. The delegates and available position are outlined in the Border Swimming Bylaws. General Chair, Finance Chair, Senior Chair and Secretary are elected on odd years. Admin Vice Chair, Treasurer, Age Group and Coaches elected on even years.

Other position on the board are appointed by the General Chair. Please see the General Chair if you are interested in a position on the board.

Bylaws Link

Border Swimming Bylaws Link: <https://www.gomotionapp.com/team/szguslsc/page/about/bylaws>

Border Job Descriptions

1. The Border Swimming General Chair is responsible for the overall administration and management of the LSC. The General Chair is the Chair of the Board of Directors. The General Chair oversees board and executive committee meetings and works in partnership with fellow members to make sure board resolutions are carried out.

Duties and Powers of the BD General Chair:

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of BD, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairmen and members for standing and special committees as may be necessary to permit BD to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of BD.

This is what the BD General Chair does:

- Preside at the Executive Committee, Board of Directors and House of Delegates meetings.
- See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his charge are properly and promptly carried out.
- The General Chair along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.

This is what the BD General Chair has the authority to do:

- Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- Sign checks, drafts or other orders for the payment or transfer of money.
- Serve as a member of any and all of BD's committee, sub-committees, and task forces.
- Call special meetings.
- Appoint chairmen of standing committees and other coordinators with the advice and consent of the Board of Directors and the respective division vice-chair.

- Appoint up to 10 members as At-Large delegates to the LSC House of Delegates.
- With the advice and consent of the Board of Directors, appoint additional delegates to the USA Swimming HOD, if votes are available.
- Receive a resignation from a committee chair or a member of either the Board of Directors or the Board of Review.
- Fill a vacancy on the Board of Directors, the Board of Review, the Nominating Committee, a committee chair or a committee member with the advice and consent of the Board of Directors and, where applicable, the respective division vice-chair.
- Receive a copy of decisions rendered by a Board of Review.
- Time commitment: 10 hrs/week

2. Job Description of BD Admin Vice-Chair:

The Border Swimming Admin Vice-Chair has many duties and responsibilities. The main duty of the BD Admin Vice-Chair is assisting the General Chair, mainly with administrative matters of the LSC, as directed by the General Chair. The Administrative Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees. Time commitment: varies, 1/week.

3. Job Description of BD Senior Chair:

The Senior Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of BD. The Senior Vice-chair serves a liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws. The BD Senior Chair is responsible for oversight and direction of the LSC's Senior swimming program, and is also responsible for the planning and coordination of regular season senior meets and Senior Championships.

4. Job Description of BD Age Group Chair:

The Border Swimming Age Group Chair is responsible for the oversight and direction of the LSC's Age Group swimming program. The Age Group Chair is responsible for the planning and coordination of regular season age group meets and the series of age group championship meets. The Age Group Chair also plans for the needs of the Age Group level of our sport, and generates, evaluates, and communicates ideas, which will assist SC Swimming in planning and developing

quality age group swimming programs. The BD Age Group Chair is also involved in, but not limited to, Adaptive Swimming, Camps/Clinics, Technical Planning, Time Standards, and the BD Zone Team.

5. Job Description of BD Sanctions Chair:

The Sanctions Chair is the primary BD contact that interfaces with event directors and the Technical Planning Chair to assist them with submitting the required information needed to obtain an BD sanction or recognition for a particular pool or open water competition (if and when OW is available). The sanctions chair has to be available and ready to respond on short notice to requests for information, willing to take the time to proof read submitted entry forms, and be able to work with other committee chairs.

6. Job Description of BD Coaches Representative:

The Border Swimming Coaches Rep is responsible for conveying information from the Coach's Committee to the Board of Directors. The BD Coaches Rep represents the LSC's coaches and their positions to the Board of Directors and House of Delegates regarding the LSC's policies and procedures and coaching direction.

7. Job Description of the BD Safety Coordinator:

The Border Safety Chair oversees the BD's safety policies and procedures. The BD Safety Coordinator also conveys safety information from USA Swimming to BD member clubs and individuals for implementation in our day-to-day practices and meets to help make BD a safer place to swim and compete! The Safety Coordinator, along with the team safety coordinators, shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA-S safety education information to all Group Members, athletes, coaches and officials of BD. The Safety Committee shall develop safety education programs and policy for BD and make recommendations regarding those programs and policies and their implementation to the applicable division chairs and the BD Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members.

8. Job Description of BD Secretary:

The secretary position plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws. The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings. He or she is an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such

as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, By law amendments, and the like, that will assist them in fulfilling their fiduciary duties. As the custodian of the organization's records (except treasurer's) the secretary is responsible for maintaining accurate documentation. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible. A secretary will be most useful to an organization when his or her role is catered to meet the unique structure and needs of the organization, rather than filling a "one-fits-all" job description. Duties may additionally change from time to time as may be assigned to him or her by the board.

9. Job Description for BD Technical Planning Chair:

The Border Swimming Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by BD, the continuing review and development of the BD philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of BD's swimming programs. The BD Technical Planning Chair also plans, administers and manages the LSC's competitive meet schedule in coordination with the Coaches Committee.

10. Job Description of BD Treasurer:

The Treasurer shall be the principal receiving and disbursing officer of BD. Except as otherwise directed by the Finance Vice-chair, the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of BD: and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, the Finance Vice- chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice-chair, the Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer supervises, deposits, segregates, disperses, and keeps safe all the finances of the BD.

11. Job Description of the BD Finance Vice Chair:

The Border Finance Vice Chair provides financial advice and budget review to the LSC. The BD Finance Vice Chair prepares and recommends the annual budget and is also a member of Budget

and Finance Committee. The BD Finance Chair is the Chief Financial Officer of the BD, is responsible for the BD investments, and plays a part in putting together the BD Marketing and Fundraising plan. The Finance Chair is responsible for our audit, and also for the LSC's internal financial controls.

12. Job Description of BD Athlete Representative:

The Border Swimming Athlete Rep represents the BD's athletes' views and desires and coordinates athlete legislation within the BD. The BD Athlete Rep represents Border Swimming's athletes to USA Swimming. The BD Athlete Representatives shall serve as the liaison between the athletes who are members of BD and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. The Junior Athlete Rep assists the Senior Athlete Rep.

13. Official's Chair:

The officials chairs is an at large Board of Director member of Border Swimming. The person that holds this role is responsible for attending Border Swimming Board meetings and hosting officials committee meetings. The Officials chair is the liaison between the USA-Swimming, Border Swimming and the club officials. Officials chairs are selected from the existing pool of Referees and appointed by the General Chair every even year at the HOD, or as needed.

14. Diversity, Equality and Inclusion (DEI) Chair:

DEI Chairperson is an appointed position by the General Chair. DEI Chair is a voting BOD member. The DEI chair is to lead the LSC to increase diversity, implement equity, and promote inclusion at the team and LSC level by providing consultation to teams, creating opportunities through diversity-themed camps and actively advocating for DEI at the Border LSC BOD meetings. Reports to General Chair.

15. Registrar:

The Border Swimming Registrar will maintain the membership of all clubs and individuals in Border Swimming; prepare reports as required by USA Swimming, Border Swimming Board of Directors and Local Swim Clubs; attend USA Swimming LSC Registrar meetings; as well as other duties as assigned by the Border Board of Directors or set forth in Border Swimming's Policies and Procedures.

16. Safe Sport Coordinator:

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Standing Committees and Chairs

Technical Planning-Ruben Pallares

Age Group Zones-Miguel Cardenas and Brett Elliott

Athlete-Sarah Wallen and Brianna Elliott

Governance-Carolina Alarcon

Expectations as a board member

1. Attend BD meetings, Second Wednesday of each month except for August, Westside Natatorium or TBA
2. Attend HOD meeting, Second Wednesday in August, State Line Restaurant or TBA
3. Attend Committee Meetings
4. Sign conflict of interest statement, member of USA-Swimming, adhere to the BD code of conduct.

Children's Online Privacy Protection Act (COPPA)

Border Swimming, Inc. does not collect personal information from anyone on its website. Border

Swimming does not permit any others to collect personal information on our site.

Any information made publicly available, such as photographs, are not linked to any personal information about the subject.

Border Swimming, Inc. does not collect or track any persistent identifier that could be used to recognize a user across time and across different sites, e.g., a cookie number, an IP address, a processor or device serial number, or a unique device number.

Recruiting

As per USA-Swimming code of conduct 304.3.13, BD approved on or about 2018 "In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

