

2024 Border LSC Board Member Orientation



2024 Board Orientation

- Welcome
- Vision & Mission Statement
- Identity
- Board Operations
- Roles/Responsibilities
- Committees
- Strategic Planning



Welcome

- Brief Introductions



Vision & Mission Statement

- **Vision Statement:** *Border Swimming-Launching athletes toward success through 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*

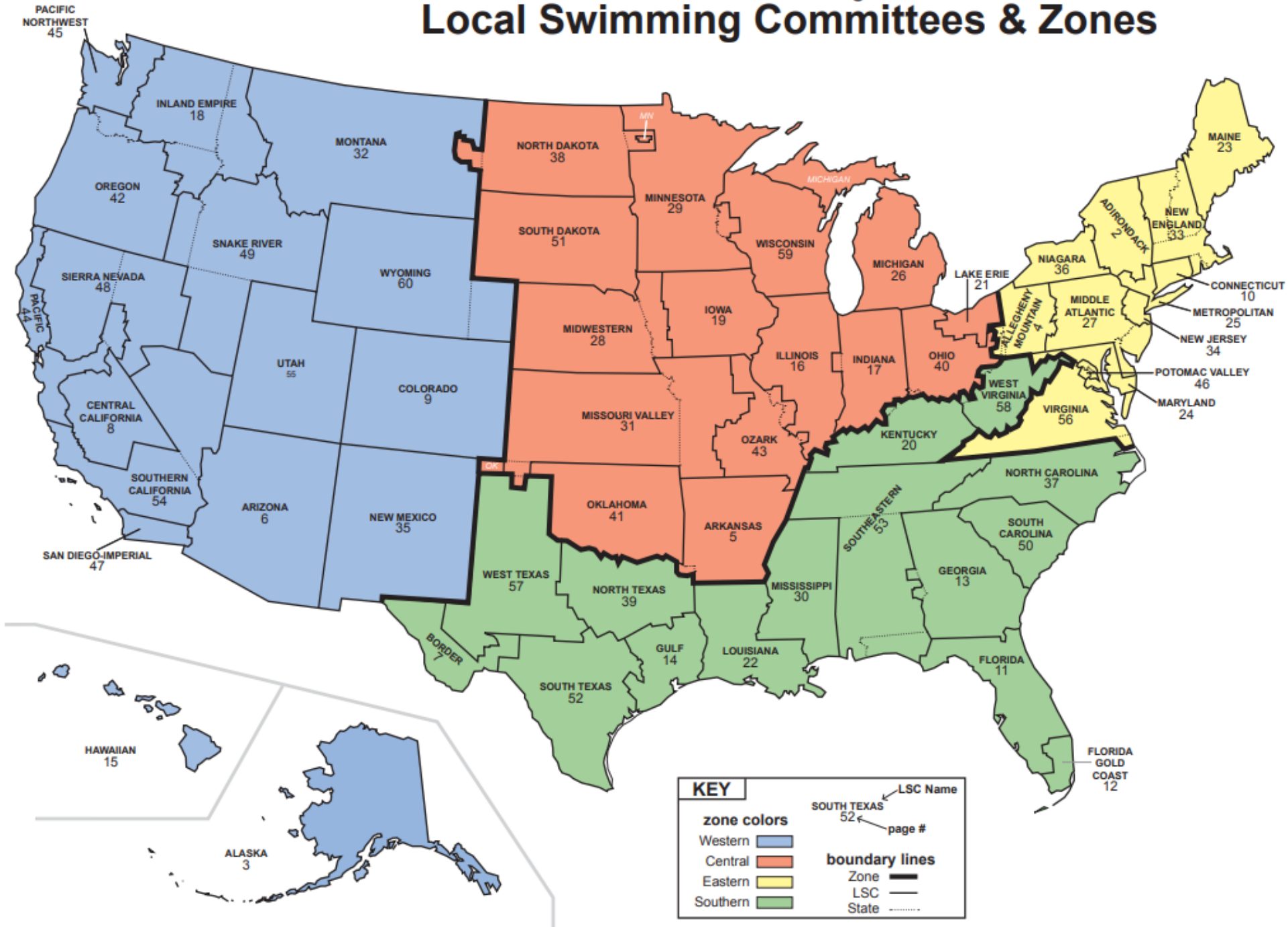


Identity

- Non-Profit: Section 501(c)(3)
 - TaxID: 31-1012797
 - State ID: 32000688922
- Border Swimming is part of the Southern Zone
- Local Swimming Community (LSC) of USA Swimming
- 7 Local Teams



USA Swimming
Local Swimming Committees & Zones



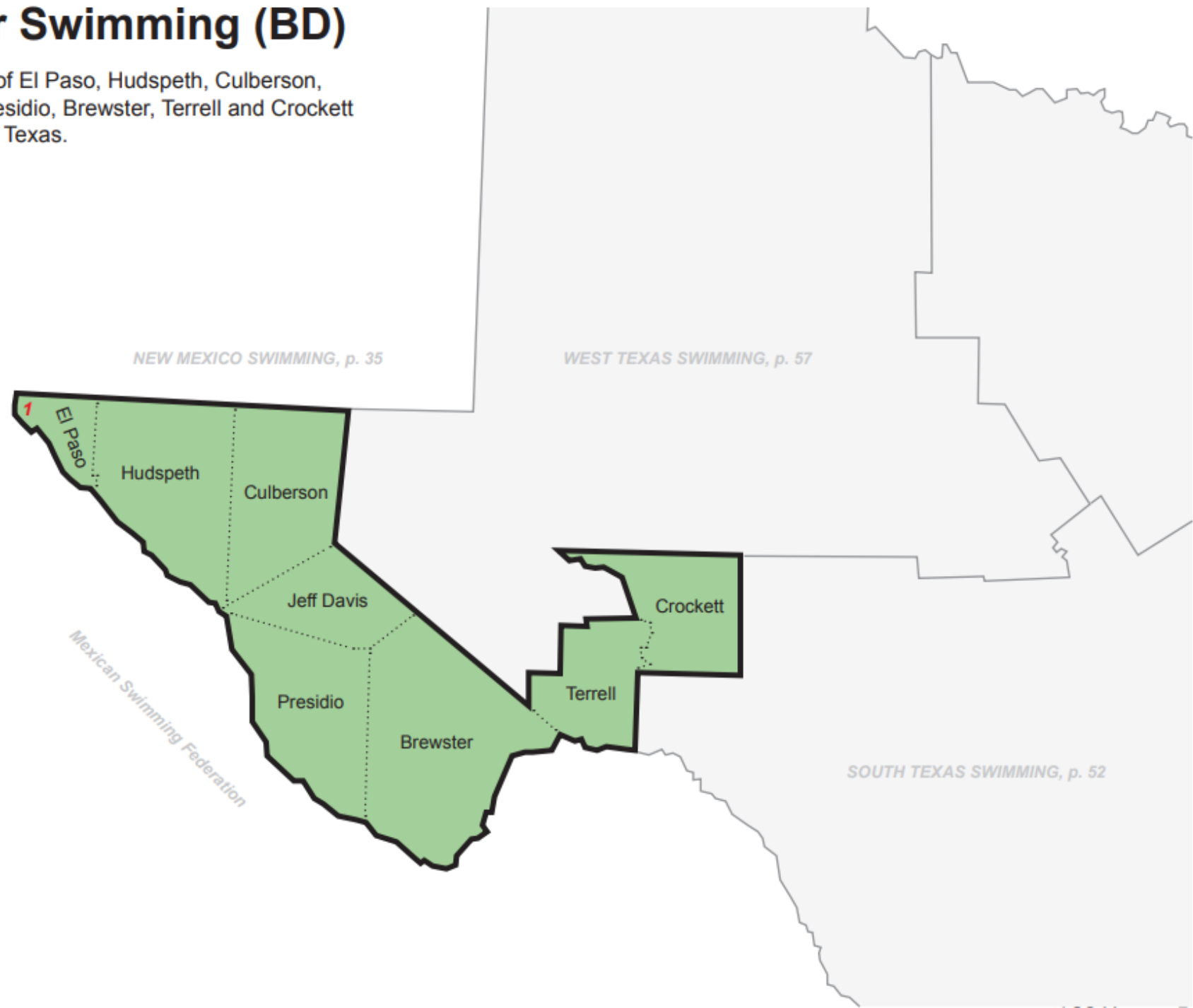
Border Swimming (BD)

Southern Zone

The counties of El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, Brewster, Terrell and Crockett in the State of Texas.

City (in Texas)

1 – El Paso



Board Operations

- Responsibilities of a Non-Profit Board
- By-Laws
- Process and Policies
- Meeting Schedule
- Who can speak for Border?



Responsibility of Board (#1)

- **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.



Responsibility of Board (#2)

- **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.



Responsibility of Board (#3)

- **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.



Responsibility of Board (#4)

- **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



Responsibility of Board (#5)

- **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.



Responsibility of Board (#6)

- **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.



Responsibility of Board (#7)

- **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.



Responsibility of Board (#8)

- **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, and grievance procedures.



Responsibility of Board (#9)

- **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.



By-Laws

- Last Approved on 04-08-2024
- Must meet the minimum requirements from USA Swimming
- Changes go through the Governance Committee
- Reviewed by the Board
- Approved by USA Swimming
- Approved by House of Delegates
- [Found on the Border Website](#)



Processes and Policies

- Last updated 06-06-2019
 - Needs review
- [Can be found on the Border Website](#)



Meeting Schedules

- Monthly Board Meetings
 - 2nd Wednesday of the Month at Pat O'Rourke Community Center
- Annual House of Delegates Meeting
 - 2nd Wednesday of August at Stateline Restaurant



3 Duties of a Non-Profit Board Member

- Duty of Care
- Duty of Loyalty
- Duty of Obedience



Duty of Care

- The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the care that an ordinarily prudent person would exercise in a like position and under similar circumstances
- This means that a board is expected to exercise reasonable care when they make a decision on behalf of the organization, as they would in their personal and professional life.
- Duty of care requires that you pay attention to the organization's activities and operations
- Board members are expected to make decisions with the organization's best interest in mind.



Examples Breaches in Duty of Care

- Excessive meeting absence.
- Failure to ask questions about a proposed action.
- Put simply, a board member can only do their job effectively if they have been present at board meetings and received and digested the information required to make informed decisions.



Duty of Loyalty

- Duty of loyalty means board members are expected to put the interest of the organization before their own personal and professional interests
- It is a conflict of interest policy embedded in the nonprofit law regarding charitable board members
- This duty is intended to make sure that the organization is foremost in decision-making by board members
- That includes an expectation that board members recuse themselves if there is a vote that could benefit them or their family or with which you have a conflict



Examples of a Breach of Duty of Loyalty

- The most common breach of the duty of loyalty is not disclosing or addressing a conflict of interest. Some real-life examples of this may be when an organization engages in any of the following conflicts without a bidding process, disclosure, or a board discussion:
 - Choosing and hiring a company owned by a board member who has a professional stake or will receive a commission. For example, if the board hires an HVAC company owned by a board member who then receives pay from the organization for the work performed.
 - Renting meeting space from the family of the board member or to the family of a board member.



Duty of Obedience

- The duty of obedience requires board members to comply with the applicable federal, state, and local laws, adhere to the organization's bylaws and policies, and serve as guardians of the organization's mission
- It also includes honoring donor intent



Examples of a Breach of Duty of Obedience

- A few real-life examples would include:
 - knowing that the homeless shelter is supposed to have multiple places for egress but allowing one exit to remain blocked
 - accepting a donation for a specific project but spending that money on something else
 - not following the financial policies requiring separation of duties when handling money



Who can speak for Border?

- Only the General Chair can speak for Border Swimming
- Exceptions
 - If delegated directly from the General Chair
 - If the Board gives express permission for an individual to speak for Border Swimming



Roles & Responsibilities- General Chair

- 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



Roles & Responsibilities- 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.



Roles & Responsibilities- 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.



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



Roles & Responsibilities- 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.



Roles & Responsibilities- Secretary

- The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the BD House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA-S as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary .The Secretary, shall be custodian of the records of BD, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of BD. The Secretary's custody of the minute books and other records shall be as a fiduciary for BD and shall end when the Secretary leaves office and shall pass them on to the successor Secretary. The Secretary shall upload relevant minutes, policies and documents to the Border Website after approval.



Roles & Responsibilities- Registration

- The Border Swimming Registration Coordinator is responsible for managing all aspects of Registrations for the LSC. The BD Registration Coordinator will also work with the individual team Registration Coordinators and assist them with Registrations and interfacing USAS SWIMS. The BD Registration Coordinator will also attend the monthly USAS SWIMS meeting and relay any information from that meeting the BD Board of Directors and Team Registration Coordinators



Roles & Responsibilities- Tech 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 and DEI Committees.



Roles & Responsibilities- 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.



Roles & Responsibilities- 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.



Roles & Responsibilities- Athlete Rep

- 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.



Roles & Responsibilities- Coaches Rep

- 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. The BD Coaches Rep is also responsible for planning and scheduling coaches training (including In-Water Safety Training and Coaches Clinics)



Roles & Responsibilities- Officials Rep

- The Border Swimming Officials Rep represents the BD's Officials' views and desires and coordinates athlete legislation within the BD. The BD Official Rep represents Border Swimming's Officials to USA Swimming. The BD Officials Representative shall serve as the liaison between the Officials who are members of BD and the Board of Directors and House of Delegates.



Roles & Responsibilities- Operational Risk

- From USA Swimming
 - Reviews USA Swimming historical loss trends and current activities for operational risk and safety considerations
 - Develops guidelines & mitigation recommendations regarding operational risk management and safety during training, competition, and other activities



Roles & Responsibilities- Safesport

- The Border Swimming SafeSport Coordinator is responsible for managing all aspects of SafeSport for the LSC. This includes receiving Report of Incidents and being the liaison to USAS SafeSport. The BD SafeSport Coordinator will also work with the individual team SafeSport Coordinators and assist them in attaining their SafeSport Certifications. The BD SafeSport Coordinator will also attend the monthly USAS SafeSport meeting and relay any information from that meeting to the BD Board of Directors and Team SafeSport Coordinators



Roles & Responsibilities- DEI Chair

- The Border DEI Chair is responsible for making sure that all existing policies and procedures are inclusive to all swimmers. The BD DEI Chair is expected to develop strategies for reaching out to underserved areas of the LSC and determine ways to introduce them to the sport. The DEI Chair also serves on the Tech Planning Committee to ensure meets are crafted in way to adequately include swimmers with disabilities, both physical and mental.



Committees

- Finance Committee
- Tech Planning Committee
- Governance Committee
- DEI Committee
- SZAG Zone Championship Team and Travel Committee
- Athlete Committee
- Officials Committee
- Coaches Committee



Passion Project

- Each Board Member needs to select a project that will benefit Swimming, preferably benefiting Border Swimming
- It should be something you are passionate about
- It should be something that can be done before the next HOD meeting in August



Board Member Expectations

- Hold your Committee Meetings regularly
 - Preferred once a month, but could be less frequently if approved
- Attend every Board Meeting
 - 2nd Wednesday of the month at 6:30PM
 - Bring a summary report
- Spend at least 0.5 hour a week (2 hours a month) on your Passion Project



Email Lists and WhatsApp Group

- Participants?



Vision & Mission Statement

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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*



Strategic Planning

- Hand over to Dana

