

Pacific Swimming Board Orientation

BOARD ORIENTATION FOR OUR NEWLY ELECTED 2021 BOARD MEMBERS



Inspiring a passion for swimming and making a difference in the lives of our members

WELCOME

On behalf of the current Board of Directors and the members of Pacific Swimming, thank you for becoming a part of our organization. The giving of your time, talents and experience by serving on the Board of Directors is very much appreciated.



“ A mission statement is a short and simple description of an organization’s purpose. It answers this fundamental question: Why does my organization exist? ”

Pacific Swimming’s Mission Statement:

Inspiring a passion for swimming and making a difference in the lives of our members.

VISION STATEMENT: POOL OF POSSIBILITIES: ACHIEVEMENT FOR LIFE



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Board Member Responsibilities

Being a member of the Board of Directors for any business or organization can be a rewarding experience, but it comes with responsibilities. As a board member you have a fiduciary duty to the organization that encompasses the duty of care, the duty of loyalty and the duty of obedience. Board Members help to forge the strategy, oversight, governance and policy matters of Pacific Swimming.

It's important to note though, that authority and responsibility of the Board of Directors exists only as a body and not for individual members. There may be times when you disagree with Board decisions made collectively, but it is expected that you will move forward in support and recognition of the decision made by the Board and not segregate yourself from this action.

The board works as a team and its utmost priority is to fulfill and support the mission of Pacific Swimming for the benefit of its members.



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Board Member Fiduciary Duties

Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board members, as stewards of public trust, must always act for the good of the organization, rather than for the benefit of themselves. They need to exercise reasonable care in all decision making, without placing the organization under unnecessary risk. - Boardsource

- ▶ DUTY OF CARE – use your best judgment and exercise reasonable caution in making decisions.
 - ▶ DUTY OF LOYALTY – put your personal and professional interests aside for the good of the organization.
 - ▶ DUTY OF OBEDIENCE – be true to the mission and vision and follow all the laws and regulations that may apply to non-profits.
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- ▶ DUTY OF TRANSPARENCY – establish a system of operation that allows outsiders to see how the organization operations, makes decisions, and uses resources; an important aspect to ensure trust in an organization.

Board Member Duties

Article 6.7, 7.5

- ▶ All Board Members are expected to attend Board of Director meetings, House of Delegates and Executive Committee Meetings (if applicable)
- ▶ Prior to the meeting, review the published agenda, any relevant materials or accompanying documents
<https://www.pacswim.org/documents/board-documents>
- ▶ Chairs and Coordinators are expected to hold regular meetings to conduct the business of their division or committee
<https://www.pacswim.org/documents/CommitteeReports>
- ▶ Chairs and Coordinators are expected to appoint someone to take notes during meetings and submit written reports of committee meetings at least 3 days prior to the Board of Directors meetings.

Specific Board Job Descriptions

- ▶ Age Group Chair
- ▶ Senior Chair
- ▶ Program Development Vice Chair
- ▶ Officials Chair (in Development)
- ▶ Finance Vice Chair (in Development)



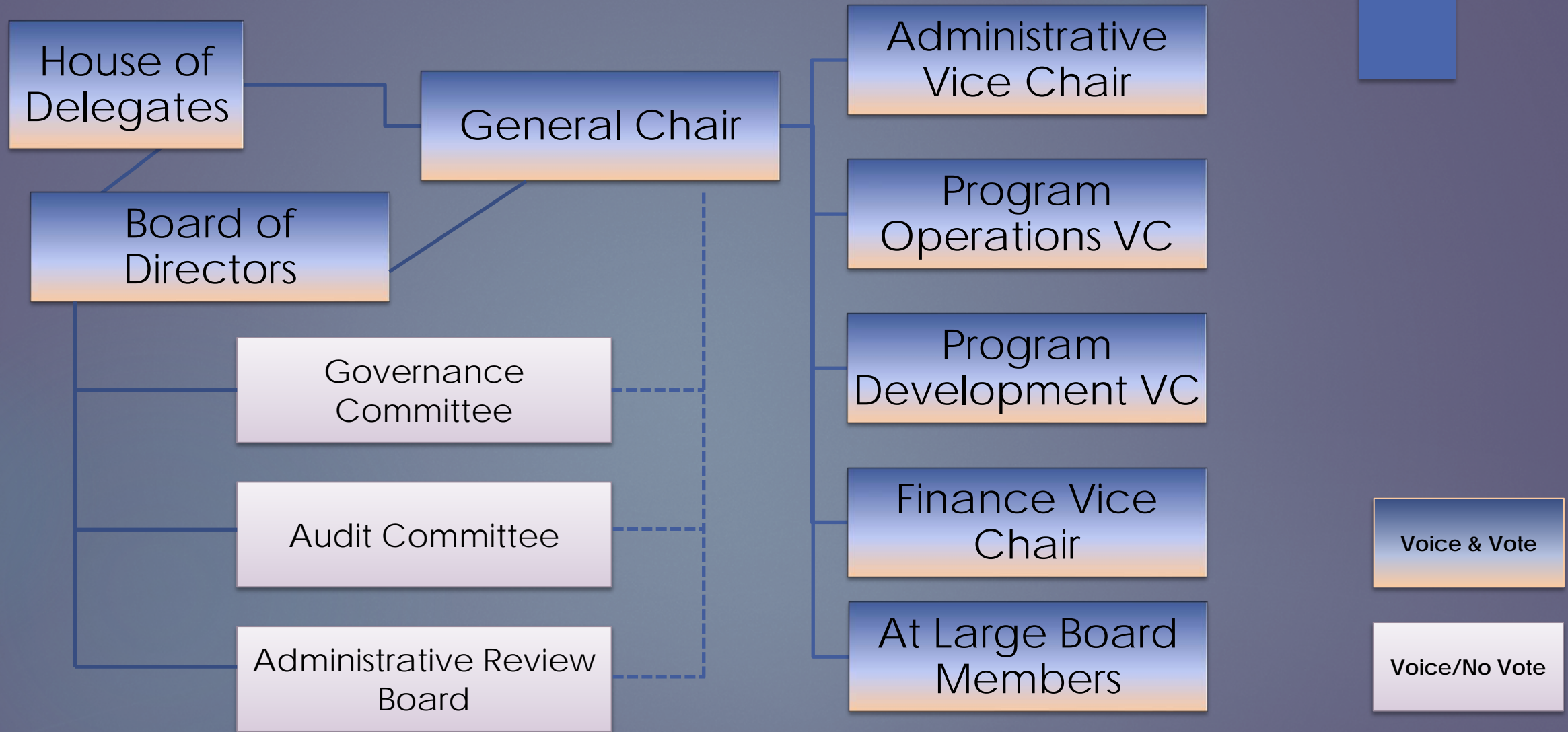
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Board of Directors, Executive Committee Meetings and House of Delegates

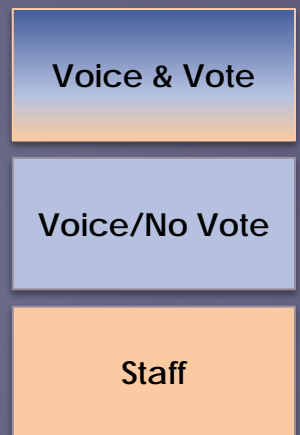
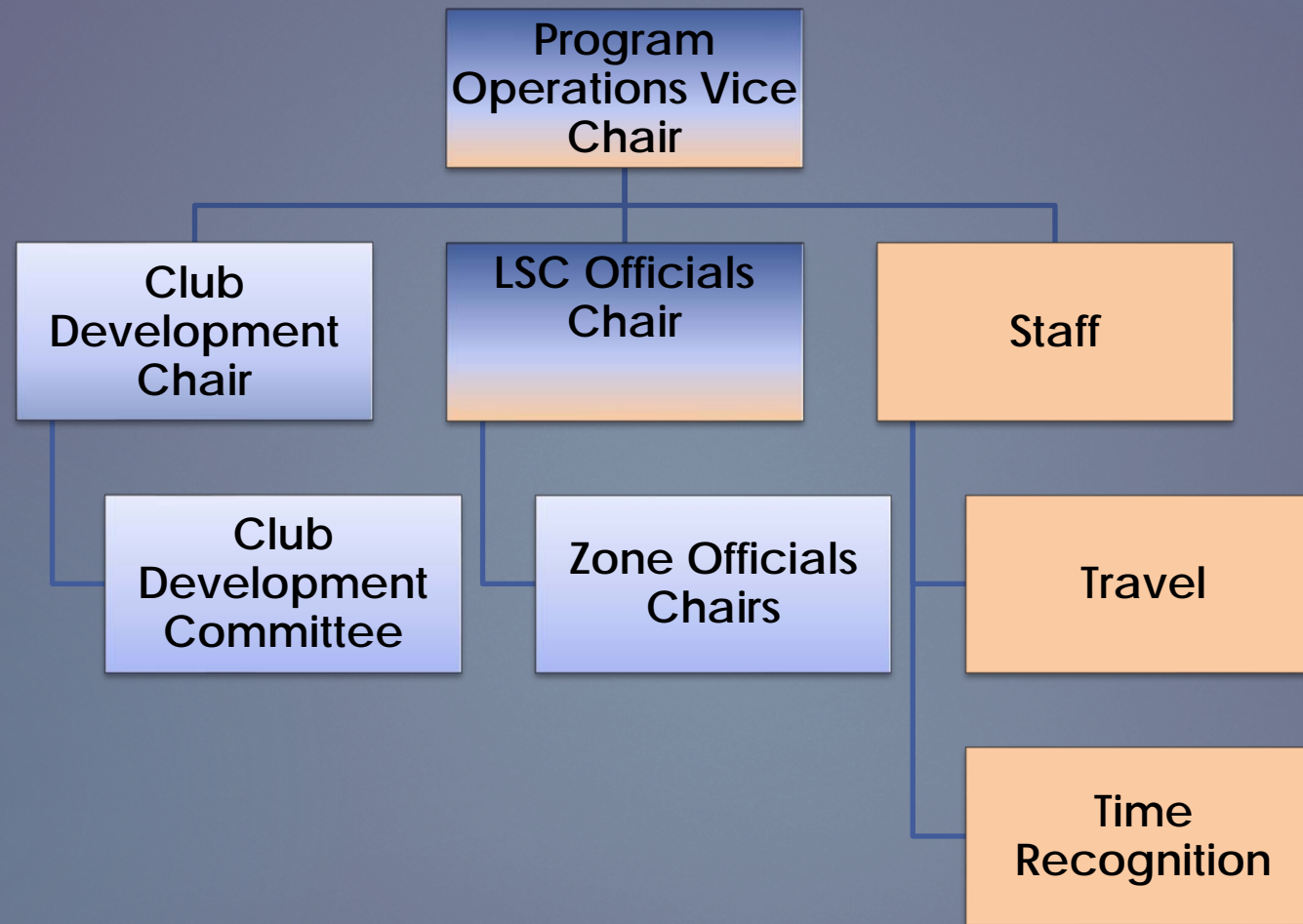
- ▶ Pacific Swimming generally sets an annual meeting schedule that is presented to the Board of Directors at the September Meeting and approved by the House of Delegates in October.
- ▶ Board of Director Meetings are held at 7:30 pm on the third Wednesday of the month in February, April, July, September and November.
- ▶ Executive Committee Meetings are held at 7:30 pm on the third Wednesday in the months of January, March, May and October.
- ▶ House of Delegates Meetings are generally held in the last half of May and the first half of October but are subject to change due to scheduling conflicts.



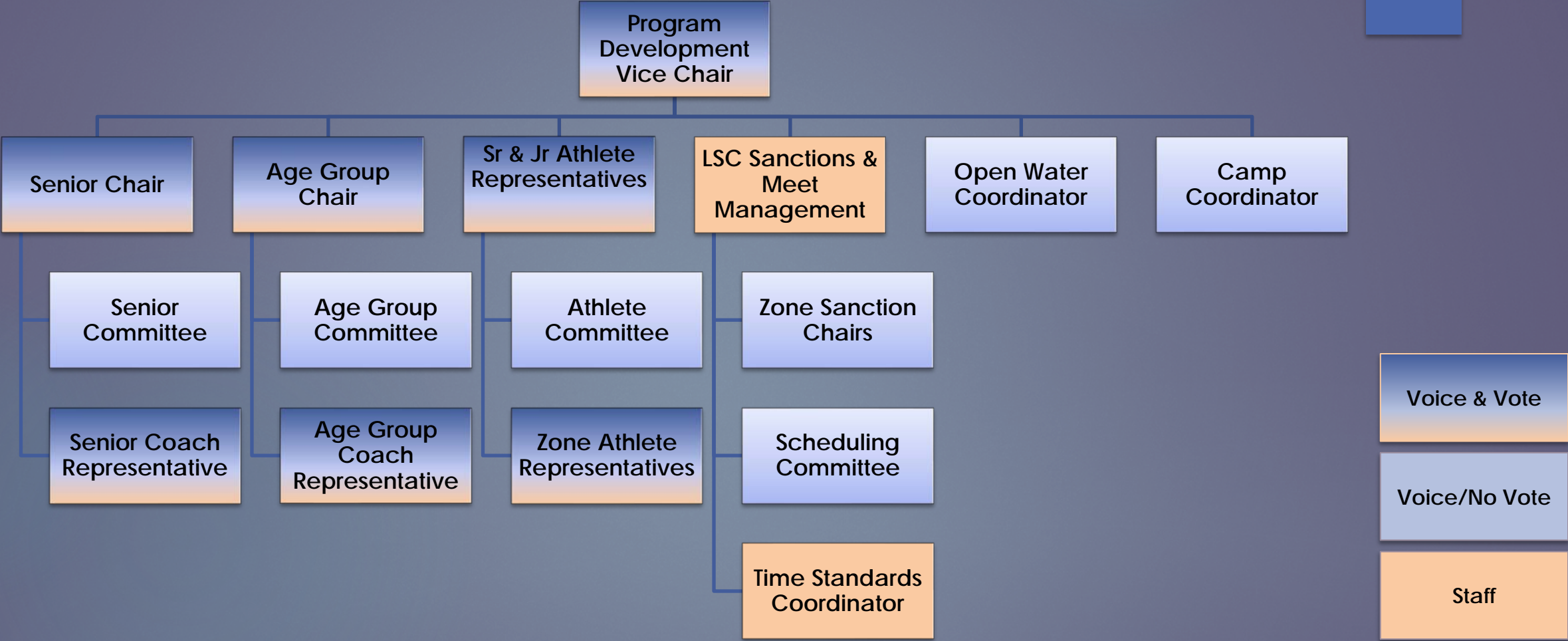
DRAFT LSC BOARD STRUCTURE OF NEW BYLAWS



DRAFT LSC BOARD STRUCTURE OF NEW BYLAWS – PROGRAM OPERATIONS VICE CHAIR

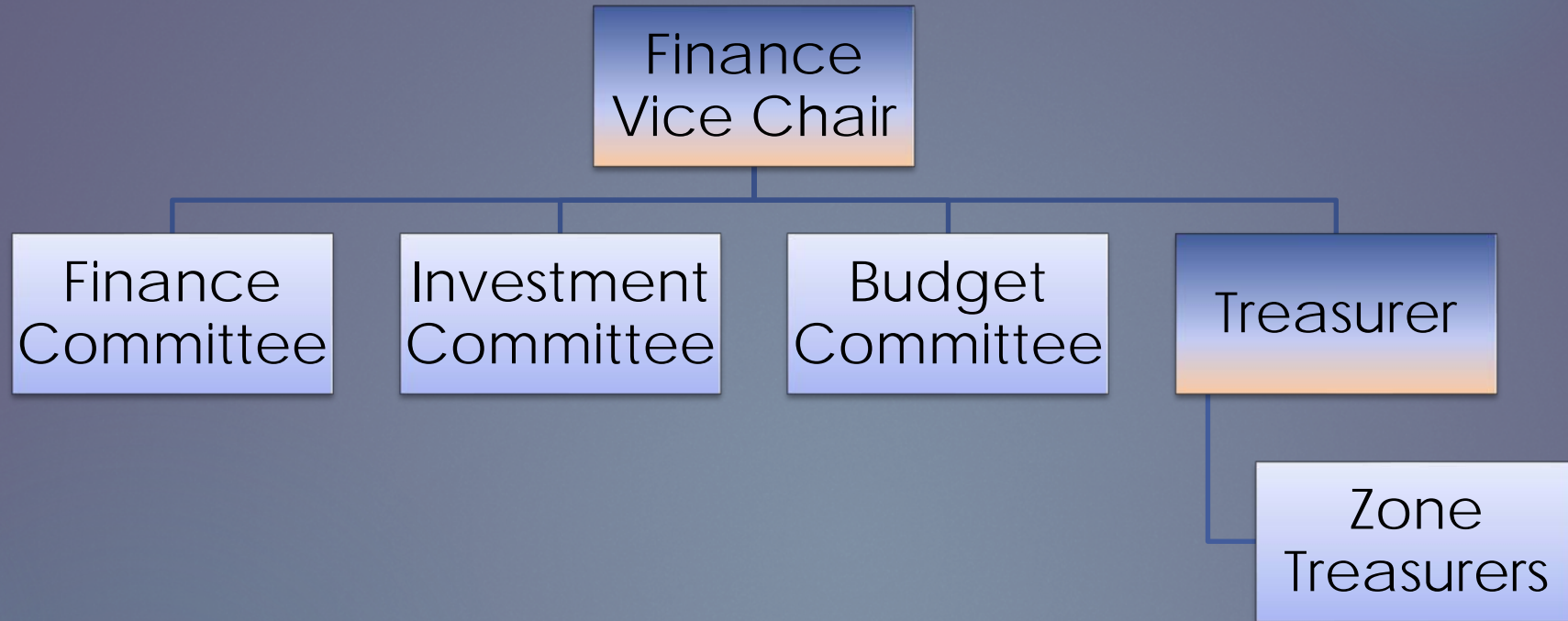


DRAFT LSC BOARD STRUCTURE OF NEW BYLAWS – PROGRAM DEVELOPMENT VICE CHAIR



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DRAFT LSC BOARD STRUCTURE OF NEW BYLAWS – FINANCE VICE CHAIR

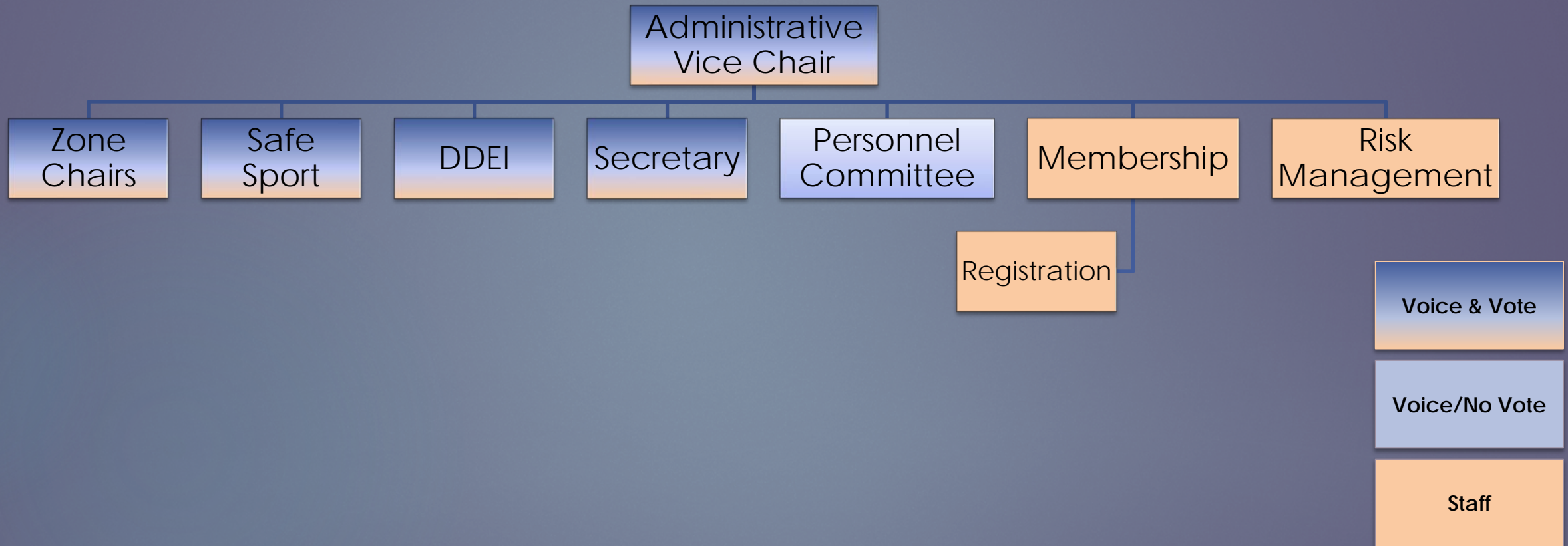


Voice & Vote

Voice/No Vote

Staff

DRAFT LSC BOARD STRUCTURE OF NEW BYLAWS – ADMINISTRATIVE VICE CHAIR



Pacific Swimming Calendar

2021-2022

SEPTEMBER

BEGINNING OF FISCAL
CALENDAR YEAR

BOARD OF DIRECTORS 9.15.21

USA SWIMMING ANNUAL
MEETING (formerly know as
USAS Convention) 9.23-9.25.21

LEAP (LSC Evaluation and
Achievement Program)
ASSESSMENT due 9.30.21

SCHOLASTIC ALL AMERICAN
APPLICATIONS DUE 9.6.21

OCTOBER

ATHLETE LEADERSHIP SUMMIT
10.16.-10.17.21

HOUSE OF DELEGATES (Virtual)
10.17.21

NOVEMBER

BOARD OF DIRECTORS 11.17.21

PROPOSED LSC MEET SCHEDULE
GOES TO OUT TO BID



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Pacific Swimming Calendar

2021-2022

DECEMBER

NO MEETINGS HELD ☺

WINTER JUNIOR OLYMPICS
12.3.21-12.5.21 SCSC

CLUB RENEWAL DEADLINE

TOYOTA U.S. OPEN 12.1.21-
12.4.21

SPEEDO WINTER JUNIORS
12.8.21-12.11.21

JANUARY

ZONE CHAMPIONSHIP MEETS
AND ZONE CHALLENGE TEAM
SELECTIONS

PACIFIC COAST ALL STARS,
HOSTED BY PACIFIC SWIMMING
1.8.22-1.9.22

FEBRUARY

BOARD OF DIRECTORS 2.16.22

OLYMPIC TRAINING CENTER
CAMP

REVIEW & APPROVE ANNUAL
AUDIT

BUDGET PLANNING BEGINS

ZONE CHALLENGE MEET 2.27.22



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Pacific Swimming Calendar 2021-2022

MARCH

BUDGET REVIEW (COMMITTEE
REQUESTS AND INITIAL BUDGET)

SPRING JUNIOR OLYMPICS
3.18.22-3.20.22 SCSC

APRIL

BUDGET COMMITTEE MEETING
FOR ALL BOARD COMMITTEE
CHAIRS & OFFICERS

BOARD OF DIRECTORS 4.20.22

FAR WESTERN CHAMPIONSHIP
4.7.22-4.10.22 PLS

START OF LONG COURSE
SEASON

MAY

HOUSE OF DELEGATES (tbd)

USA SWIMMING ZONES
WORKSHOPS FOR LSC LEADERS
AND STAFF



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Pacific Swimming Calendar 2021-2022

JUNE

NO MEETINGS HELD ☺

DEL VALLE OPEN WATER
FESTIVAL 6.11.22-6.12.22

SCHOLASTIC ALL AMERICAN
APPLICATION OPENS

JULY

BOARD OF DIRECTORS 7.20.22

ADAM SZMIDT MEMORIAL LONG
COURSE JUNIOR OLYMPICS
7.8.22-7.10.22 SBA

LONG COURSE FAR WESTERN
CHAMPIONSHIP 7.28.22-7.31.22
TERA

AUGUST

WESTERN ZONE AGE GROUP
AND SENIOR MEETS

FUTURES(?)

FISCAL YEAR ENDS AUGUST 31,
2022



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Let's Tour the Website

- ▶ <https://www.pacswim.org/>



Whistleblower Policy

Directors, officers, committee members, volunteers, and employees are to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. No director, officer, committee member, volunteer, or employee who in good faith reports a violation or suspected violation of standards or ethics shall suffer harassment, retaliation or adverse consequences.

Ethical Behavior, Conflict of Interest Policy and Disclosure Statement

Annually, at the beginning of each new swim year all board members, employees, and anyone else designated by the board, must complete a conflict of interest and disclosure statement.



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Transition Planning

- ▶ Be in touch with your predecessor, assess what projects or plans are critical as you transition into your new board role.
- ▶ Spend time thinking about what goals you have for Pacific Swimming and how they can be accomplished. Find your “why”!
- ▶ We will continue to send documents and other important materials in the later part of August as you transition to your new role.
- ▶ Please join us for the July Board of Directors Meeting, July 21, 2021 at 7:30 via Zoom, invite to come by email.
- ▶ You should have received your Pacific Swimming email access earlier today, check in with Cindy if you have any question.



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