

# Pacific Swimming Board Orientation

WELCOME TO OUR NEW AND RETURNING 2023-2025 BOARD MEMBERS

- ▶ Pacific Swimming's Mission Statement:
  - ▶ Inspiring a passion for swimming and making a difference in the lives of our 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.



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# :30 Introductions

Everyone, please share:

- Your Name
- Your Position on the Board
- What it is about Pacific Swimming that most excites you?



# Today's Agenda

- ▶ Board Member Orientation
  - ▶ Role of the Board
  - ▶ Board Composition
  - ▶ Robert's Rules
  - ▶ Agendas, Minutes, and Reports
- ▶ Networking and Committee Evaluation
- ▶ Lunch
- ▶ LSC Assessment
- ▶ Goal Setting



“What does Board Service entail?  
-Set direction and strategy  
-Ensure resources  
-Provide oversight”

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.

<https://boardsource.org/resources/legal-duties-nonprofit-board-members/>



# 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, exercise reasonable caution in making decisions, attend meetings
  - ▶ **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.
- 
- ▶ **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 Pacific Swimming Bylaws

- ▶ 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.





# 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 via Zoom.
- ▶ 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.



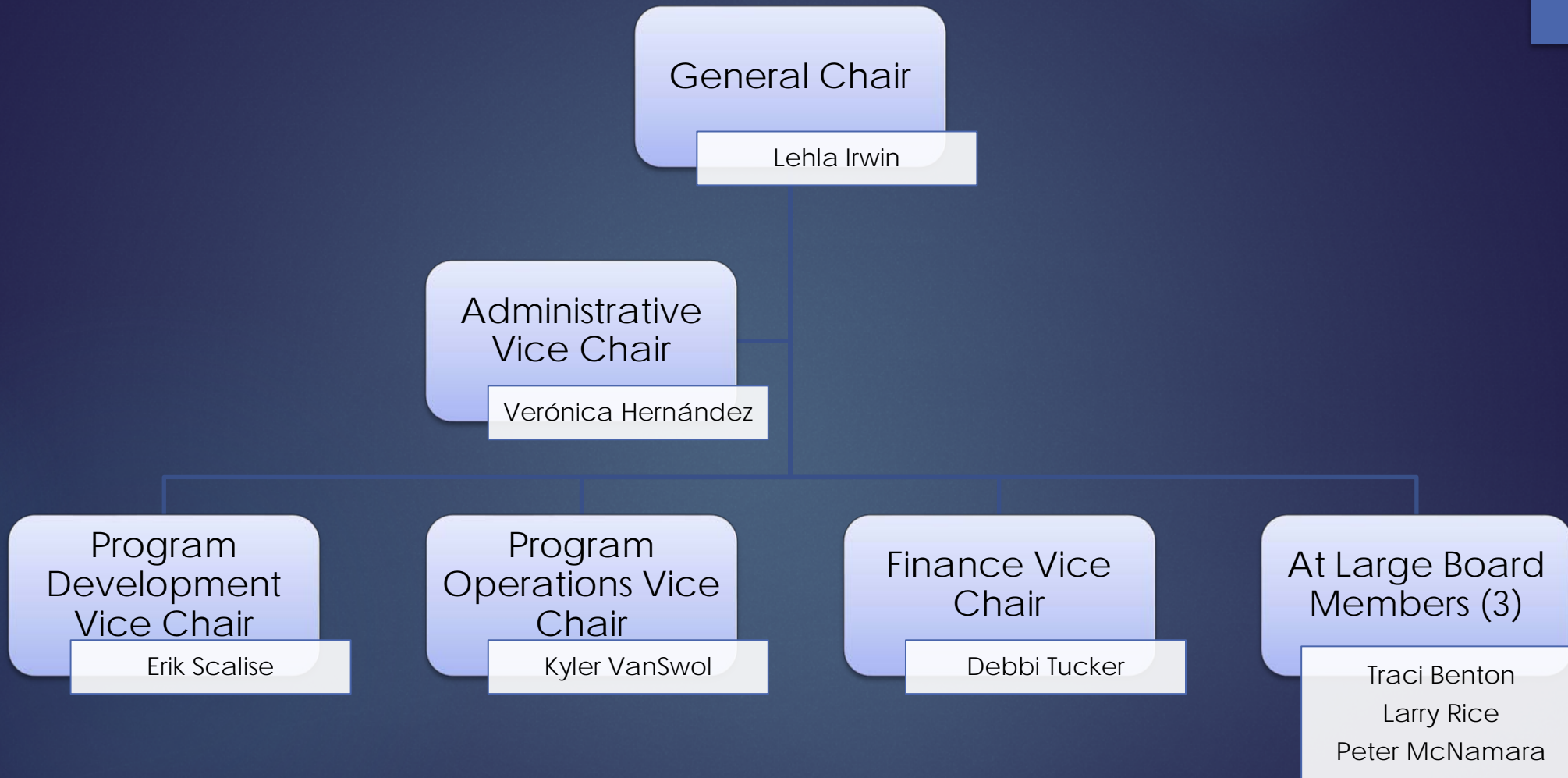
# Whistleblower Policy

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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Program  
Operations Vice  
Chair

Kyler VanSwol

Club  
Development  
Chair

LSC Officials  
Chair

LSC Staff  
Members

Club  
Development  
Committee

Zone Officials  
Chairs

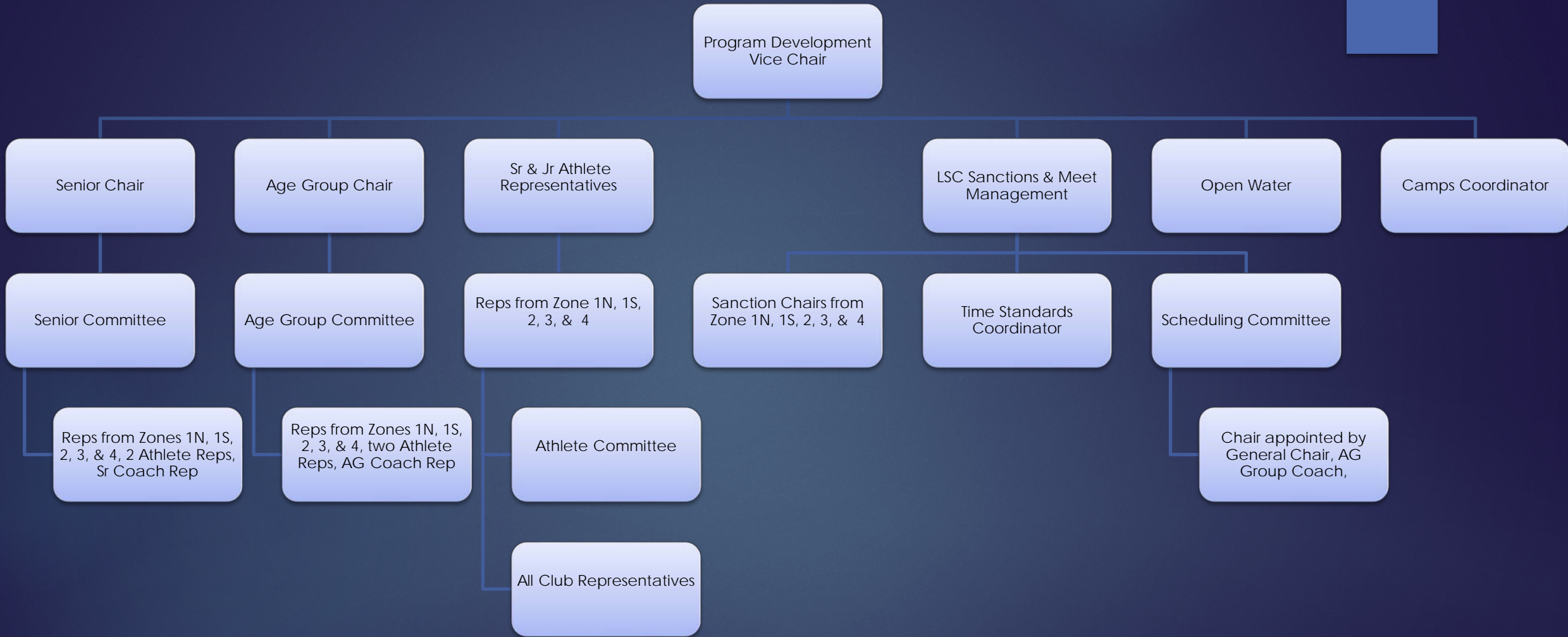
Administrative Director – Cindy Rowland  
Membership Services – Laurie Benton  
Meet Management – Annie Stein  
Website & Projects – Diana Fetterman  
Travel Coordinator – Karen Bair  
Staff Treasurer – Mary Ruddell

Zones 1N, 1S, 2,  
3, & 4

Zones 1N, 1S, 2,  
3, & 4



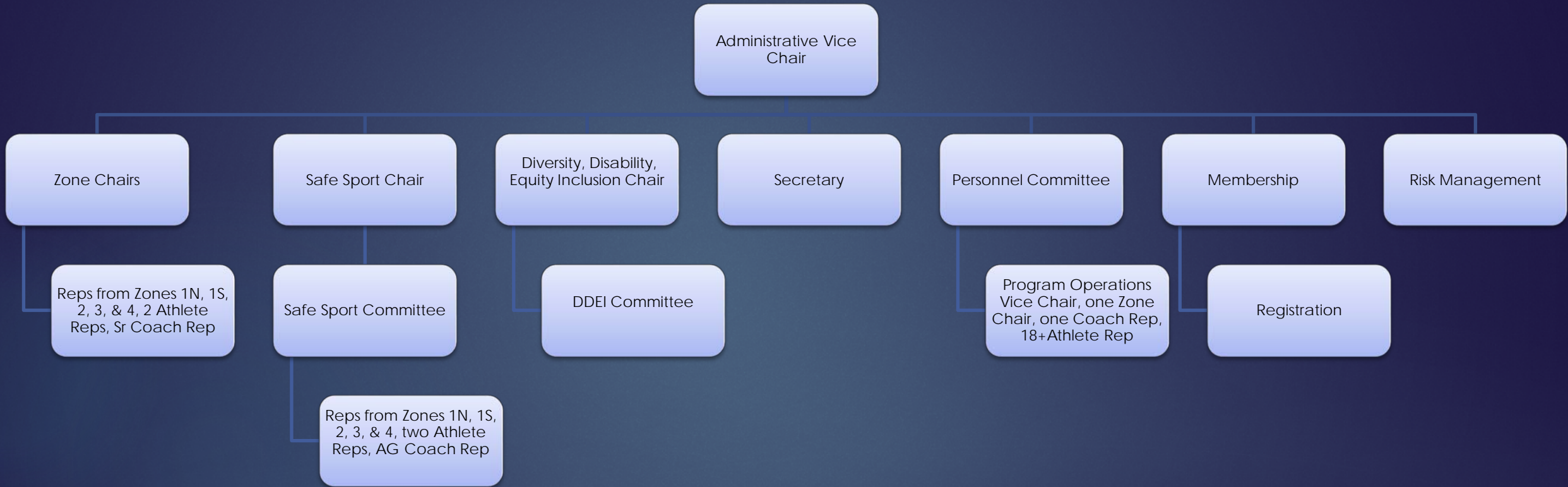
*Inspiring a passion for swimming and making a difference in the lives of our members*



SEE MORE DETAILS ON THE HANDOUTS



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# Robert's Rules

## Steps to Make a Motion

Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.



### Motion

A member rises or raises a hand to signal the chairperson.



### Second

Another member seconds the motion.



### Restate

The chairperson restates the motion.



### Debate

The members debate the motion.



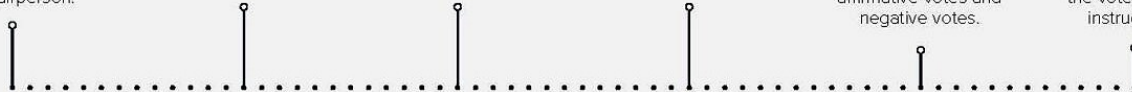
### Vote

The chairperson restates the motion, then asks for affirmative votes and negative votes.



### Announce

The chairperson announces the result of the vote and any instructions.



### TIP!

If the board is in obvious agreement, the chairperson may save time by stating, *"If there is no objection, we will adopt the motion to....,"* and wait for any objections. Follow this with, *"Hearing no objections, (state the motion) is adopted,"* and state any instructions. If a member objects, first ask for a debate, then vote and announce the vote.



# Committees: Agenda, Minutes & Report

- ▶ Use templates for your meeting agendas, minutes and reports.
  - ▶ Agendas & Minutes
    - ▶ Your committee or Zone may have these already
    - ▶ Word doc, fillable pdf, google doc
    - ▶ If you use google docs, the agenda can become the minutes and it can be recorded as the meeting progresses.
  - ▶ Report Templates- these are not your meeting minutes; these are summaries of the committee meetings for the board to review. They should be sent to the address at the top of the report page <https://www.pacswim.org/documents/CommitteeReports>

# What's Up Next?

- ▶ September 20th Board Meeting
  - ▶ Zone and Committee Chairs: Submit a report if you've had a meeting, including date of next meeting and share what the committee will be focusing on
  - ▶ If no meeting yet, announce what openings you have on your committee
- ▶ October 15th House of Delegates Meeting
  - ▶ Committee Chairs should have an oral report that includes the goals of the committee and the mission or purpose of the committee.
- ▶ Every committee should give input on their Policies & Procedures section and work to develop a mission statement.
- ▶ A template for P&P will be sent.

