



March 1, 2011

TO: WISCONSIN SWIMMING MEMBERS

FROM: 2011 Nomination Committee

RE: NOMINATIONS FOR OPEN BOARD POSITIONS

At the June 2011 House of Delegates meeting, the House will be presented the ballot for open Board of Director Positions whose term will be running up on August 31<sup>st</sup>, 2011 and a special Grant Committee.

If you know of anyone interested in serving on the Board of Directors, the following positions will be voted on:

1) **GENERAL CHAIR:**

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of WSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all House of Delegates and Board of Directors meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit WSI 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 WSI.

2) **FINANCE CHAIR:**

The Finance Vice-Chair is the chief financial officer of WSI. The Finance Vice-Chair shall chair and have general charge of the affairs and property the Treasury function, the development and implementation of an investment program for WSI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for WSI. The Finance Vice-Chair, with the assistance of the Budget Committee, shall prepare an annual budget for WSI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the adequacy of WSI's system of internal financial and accounting controls. The Finance Vice-Chair is the chair of the Budget Committee. Together with the Treasurer, the Finance Vice-Chair is ultimately responsible for WSI's compliance with Section 608.4.  
DIRECT RESPONSIBILITY TO FOLLOWING: Audit, Budget, Finance, Insurance, Marketing/Sponsorship, Swim-a-thon, Tax and Treasurer

3) **SECRETARY:**

The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing House of Delegates and Board of Directors meeting and other notices and making such reports to USA Swimming 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 and the seal of WSI, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. House of Delegates and Board of Directors notices and minutes, and official correspondence shall be in the safe keeping of the Secretary. The Secretary's custody off minutes and other records shall be as a fiduciary for WSI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

4) **AGE GROUP CHAIR:**

The Age Group Committee Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of WSI.  
DIRECT RESPONSIBILITY TO THE FOLLOWING: Adaptive Swimming, Age Group Committee, Camps/Clinics, Open Water , Technical Planning, Time Standards for Age Group Swimmers, and Zone Team.

5) **SAFETY COORDINATOR:**

The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of WSI. The Safety Coordinator shall develop safety education programs and policies for WSI and make recommendations regarding same, and the implementation thereof, to the Senior Chair the Administrative Vice-Chair and the Board of Directors. The Safety Coordinator shall make the reports required pursuant to Section 608.7.3.

6) **GRANT COMMITTEE:**

At the February 9<sup>th</sup>, 2011 Age Group/Senior Committee meeting, it was the consensus that a Grant Committee should be formed to report to the Finance Committee and in anticipation of developing a quad-budget beginning 2012. It was the feeling of the AG/SR Committee that members of this Committee be voted in by the House of Delegates with the current Tech Planning Chair heading up this Committee. The Committee will be of not less than 5 delegates (with at least 20% athlete representation). One-half of this Committee will initially serve a one-year term beginning in June 2011 and the other half serving a two-year term and then be elected on a two-year cycle beginning in 2012.

It was the feeling of the AG/SR Committee that the grants (application currently in process) be reviewed by the Grant Committee who will then present to the Executive Committee for final approval. Because of this decision it was the feeling of the AG/SR Committee that no more than half of the Grant Committee can be actively serving on the Board of Directors.

The Nomination Committee will be actively seeking members for a Grant Committee to be placed on a special ballot in June with their term beginning July 1<sup>st</sup>, 2011. Names should be submitted to the Nomination Chair.

Email nominations to: Jeanne Drzewiecki ([NSSwimming@aol.com](mailto:NSSwimming@aol.com)). If you are nominating yourself, I would appreciate a short blurb on why you wish to run for one of the above positions. This also holds true for nominating someone else to the position.

Jeanne Drzewiecki  
Chair, Nomination Committee

CC: Laurie Becherer  
Dave Anderson  
Blaine Carlson  
Christopher Meyers