

USMS CONVENTION – San Diego, CA – 2003

Committee Name: Zone Committee

Cmte. report #: 2

Minutes recorded by: Marcia Marcantonio

Date/time of this meeting: 9/10/03 4-5 PM

ACTION ITEMS

1. MSA - Motion to approve the proposed amendments to the Election Operating Guidelines.
2. MSA - Motion to oppose the adoption of L13 of the legislation proposals.
3. MSA - Motion to support the adoption of L15 of the legislation proposals.
4. MSA - Motion to support the adoption of L20 of the legislation proposals.
5. MSA - Motion to support the adoption of L21 of the legislation proposals.
6. MSA - Motion to approve the Zone Representative Job Description as amended.

Committee Chair: Lynn Hazlewood

Number of committee members present: 8 Absent: 1 Number of other delegates at this meeting: 10

Committee members present (list all): Lynn Hazlewood (Zone Chair); Marcia Anziano (Breadbasket Zone); June Krauser (Dixie Zone); Mike Lemke (Great Lakes Zone); Doug Garcia (Northwest Zone); Joan Alexander (Oceana Zone); Marcia Marcantonio (South Central Zone); Wayne McCauley (Southwest Zone).

MINUTES

The meeting was called to order at: 3:55 PM.

1. Introductions: Committee members introduced themselves.
2. Election Preparation: The committee discussed the election of national officers and zone representatives at this year's convention. The sitting national officers are running unopposed for re-election and will be elected by acclamation unless there are nominations from the floor. In the event of a contested election, the zone chair provided documentation from the Election Operating Guidelines (EOG) on vote counting procedures. Five of the eight zone reps have declared their intention to stand for re-election. They will announce this to their zones during the zone meetings on Saturday. The committee discussed the proposed amendments to the EOG and "MSA - Motion to approve the proposed amendments to the Election Operating Guidelines." The amendments are attached to this report.
3. Legislation Proposals that Impact the Zone Committee: The committee discussed four legislation proposals that relate to the zone committee and voted on them as follows: MSA - Motion to oppose the adoption of L13 of the legislation proposals; MSA - Motion to support the adoption of L15 of the legislation proposals; MSA - Motion to support the adoption of L20 of the legislation proposals; MSA - Motion to support the adoption of L21 of the legislation proposals.
4. Zone Representative Job Description: The committee discussed a proposed zone rep job description. The purpose of the job description is to educate the zone reps to their responsibilities, guide the zones in their choice of zone leaders, and to enhance the functionality of the zones as a communications and implementation link between the national organization and the grass roots of USMS (LMSCs and clubs). The committee amended and voted to approve each section of the description and then "MSA - Motion to approve the Zone Representative Job Description as amended." A copy of the job description is attached to this report.

The meeting was adjourned at: 5:00 PM.

TASKS FOR THE UPCOMING YEAR

1. Development and implementation of zone projects in accordance with the newly adopted job description.
2. Work with the finance arm of USMS to clarify the zone finance process.

Election Operating Guidelines Amendments

EOG-1 II. General Information

- ~~A. Anyone serving on the Election Committee who is nominated for a National office or is related to someone nominated for a National office shall not participate in any Election Committee activity. The affected Zone shall appoint a temporary replacement to fulfill the Election Committee duties.~~
- ~~B. The current Zone Chair shall appoint one of the current Zone Representatives to serve as Election Chair if the current Zone Chair chooses to run again.~~
- A. The Election Committee shall be:
 - 1. Constituted as a subcommittee of the USMS Board of Directors.
 - 2. Comprised of members of the Zone Committee not seeking election or with relatives seeking election, and other USMS members as needed to ensure equal representation for all zones.

Renumber sections C & D as appropriate.

Rationale: *Puts the election committee under the BOD and allows for substitutions without complications and without the appearance of conflict of interest. Implementation is contingent on approval of L17 and L21.*

Zone Representative Job Description

Introduction

The USMS Zones are the link between the national organization and the Local Masters Swimming Committees. The primary focus of zones should be to assist in the development of projects in-zone that are aimed at strengthening USMS from the local level and fulfilling the Core Objectives. The purpose of the Zone Representative Job Description is to list and maintain in one place all of the duties of the job of Zone Representative to the USMS Board of Directors. This job description refers to those tasks that are the responsibility of the zone rep and shall be performed regardless of the nature of internal zone operations. Where appropriate, the zone rep may delegate performance of these tasks to other members of the zone.

National Level Duties

National level duties are those duties which the zone rep is required to perform in order to fulfill their responsibilities as a member of USMS corporate structure.

1. File a Mid-Year report on zone activities, which will be published in the spring issue of Streamlines.
2. File an Annual report on zone activities, which will be published in the convention packet.
3. File a budget for the next fiscal year which will be part of the USMS budget.
4. Authorize budgeted zone expenditures paid out of USMS funds.
5. Prepare listings for the meet calendar page of Swim Magazine.
6. Participate in discussions and activities of the Zone Committee.
7. Develop and maintain USMS Election Operating Guidelines.
8. Participate in the running of national elections.
9. Attend the Annual Meeting of the USMS Board of Directors.
10. Attend the Annual Meeting of the USMS Zone Committee.
11. Vote on issues presented to the USMS Board of Directors for approval.
12. Maintain current membership in USMS.
13. Participate in the development of core objective related projects for in-zone implementation.

Zone Level Duties

In order to effectively link the national and local levels of USMS, zones must have strong leadership, organizational structure, member participation in zone projects, and year-round attention to zone and LMSC needs. The Zone Representative shall:

1. Direct the implementation of projects as developed by USMS committees.
2. Conduct zone meetings held in conjunction with the annual meeting of the House of Delegates.
3. Conduct regular zone meetings (face-to-face, by conference call, by email, or any other method of communication). Frequency is dependent on zone activities and LMSC needs, but one meeting per quarter is recommended.
4. Organize elections for zone representative as well as zone officers, as necessary.
5. Maintain minutes of all zone meetings and forward them to the zone chair and/or national office as appropriate.
6. Maintain records of zone expenses during the year.
7. Maintain records of other zone activities and forward to the national level or zone archives as appropriate.
8. Develop and maintain policies or guidelines for internal zone operations.
9. Implement and maintain a zone leadership development plan that enables and enhances the performance of zone activities and support for the member LMSCs.
10. Recognize member contributions to the work of the zone and LMSCs.
11. Direct the awarding and implementation of zone championships, as desired.
12. Execute any other duties as determined by members of the zone.

LMSC Liaison Duties

The task of zone representatives is to serve their constituents needs as follows:

1. Communicate with LMSC Officers and other leaders in the zone a minimum of once per quarter through newsletters, emails, and/or zone web sites.

2. Mentor LMSC officials within the zone in the performance of their duties and execution of their responsibilities to their members.
3. Facilitate the resolution of disputes on the local level within or between LMSCs. Consult with and report all such actions to the zone chair.
4. Ensure that educational and membership-building products and services developed on the national level are delivered to the LMSCs for their benefit.
5. Educate the LMSCs to the benefits of and the utilization of USMS Core Objectives in their every day operations.
6. Act as a conduit for two-way information flow between the national and local level.
7. Educate convention delegates concerning the important issues that will be discussed at the next convention.
8. Assist the national office in obtaining reports and other required communications from LMSCs.