



U.S. Masters Swimming

LMSC Secretary

Peer-to-Peer

November 3, 2022

LMSC Development Committee

Peer-to-Peer Webinar

LMSC Volunteer Peer-to-Peer



- New format for 2022/2023
 - Focused on community building and interactivity
 - All attendees are visible and able to un-mute in order to participate
 - We will begin each meeting with small-group zoom breakout rooms (not recorded)
- Community Building: Small Groups
- Start Meeting Recording after Small Group Breakout Rooms
- Role Description / Announcements / Hot Topics
- Questions / Issues
- Best Practices
- Relationship Building Sign Up
- Resources

LMSC Community Facilitators



Tom Moore swims with Minnesota Masters Swimming in the Minnesota LMSC. Tom currently serves on the USMS Diversity & Inclusion committee as well as the USMS LMSC Development committee.

Linda Chapman swims with Puget Sound Masters in the Pacific Northwest LMSC. Linda currently serves on the USMS LMSC Development committee as well as serving as Chair of the Pacific Northwest LMSC.

Small Group Community Building



- We will divide into zoom breakout rooms with 3-4 people per group
- Introduce yourself
 - Name
 - Are you a current or previous (or future) LMSC Secretary? What other roles?
- Share some personal info
 - Do you have pets? Did you have pets growing up?
- Share contact info with your small group (if desired)
 - Share email & cell phone so you can follow up with your small group-mates after today's session

Welcome Everyone!



- The webinar will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be visible & able to un-mute throughout the presentation & discussion
- If you don't have a microphone, you can submit questions via the 'Chat' window





Peer-to-Peer Webinars

Annual session hosted by LMSC Development and any relevant national committee for a specific LMSC role focused on establishing and growing mentoring relationships.

<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls> Upcoming Schedule (subject to change):

9/30 – LMSC Membership Coordinator

11/4 – LMSC Secretary

12/2 – Event Hosting (Sanctions, Officials, Safety, Top10 Recorder, etc.)

1/6 – LMSC Leadership (Chair / Vice-Chair)

2/4 – LMSC Diversity & Inclusion Coordinator

3/3 – LMSC Treasurer

4/7 – LMSC Awards & Recognition

5/5 – LMSC Coach & Club Development

6/2 – LMSC Communication

6/30 – LMSC Results & Records

7/7 – LMSC Hall of Fame

8/4 – LMSC Community Service

LMSC Secretary P2P Agenda

- LMSC Secretary Role Description
- Peer Discussion / Q&A – share issues, identify resources
 - Questions / Issues
 - Best Practices
- Peer-to-Peer Relationship Building Program – Info & Sign-Up Link
- Resource Links
- Wrap-Up

LMSC Secretary Role Description

ROLE OVERVIEW

- The LMSC Secretary's purpose is to document outcomes of LMSC meetings and actions, and to act as official record keeper of LMSC communications and governance documents.

KEY DUTIES & RESPONSIBILITIES

- Maintain all records and documentation so that LMSC members can see that the LMSC board, officers, and annual meeting delegates are acting on their behalf.
- Record and organize the minutes of all meetings of the LMSC and make the minutes available to the membership.
- Submit a copy of the annual meeting minutes to the national USMS office no later than April 30th of the following year.
- Maintain current LMSC Bylaws and keep a record of all changes in the Bylaws.
- Maintain other governing and policy documents.

RECOMMENDED EXPERIENCE & SKILLS

- Ability to fairly summarize board meetings and disseminate to members via meeting minutes.
- Strong computer skills.
- Understanding of governing principles of United States Masters Swimming.

Peer Discussion / Q&A

- What Issues are you having?
 - Is this a USMS issue, or do you need additional resources/training?
- What questions do you have?
 - Is this a USMS question, or can we answer it for you?
- What are your best practices for standard operations?
 - Share your ideas with other LMSCs!
- What do you do in your LMSC that is unique?
 - Share your ideas with other LMSCs!

Peer Discussion Brainstorm



- ...

P2P Relationship Building Program

- We want to connect each LMSC Secretary with 1-3 Peers in other LMSCs
- Fill out online survey

<https://docs.google.com/forms/d/e/1FAIpQLSeEeKJMpwoyoiXfpKz8UJMdRWCJPIW1y8EmtpOJ7GBzBcCXSA/viewform?vc=0&c=0&w=1&flr=0>

- Your contact info (name, email, cell phone)
 - How often does your LMSC hold meetings?
 - Does your LMSC offer in-person meetings?
 - Does your LMSC offer zoom meetings?
 - Do you collect “conflict of interest” statements from your LMSC Board Members?
 - Any challenges?
 - Any best practices to share?
- This survey will be open until November 30
 - In December, LMSC Development will send you contact information for your Peer(s), along with some suggested conversation starters.
 - In January, you can have your first phone call or zoom with your group – we recommend you do a conversation to get to know each other, then do a follow up conversation in 1-3 months, and whenever you need a ‘buddy’ to talk to about being a Membership Coordinator

Additional Resources

- USMS Home: <https://www.usms.org/>
- LMSC Secretary Role Description
https://usms-cdn.azureedge.net/-/media/usms/pdfs/guide%20to%20operations%20-%20gto/lmsc%20management/role%20descriptions/role_descrip_secretary.pdf?rev=a74e01bf3abb4e5f909f1c8c3ce4fc3b&hash=08222F946FEA7491053202760EA5F2CC
- USMS Meeting Minutes Page
<https://www.usms.org/admin/minutes/>
- USMS Volunteer Central
<https://www.usms.org/volunteer-central>

Webinars – Upcoming Calendar



<https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>

November – *National Native American Heritage Month*

- *Fri 11/11 Veterans Day*
- *Thur 11/24 Thanksgiving Day*

December –

- *Thur 12/1 World AIDS Day*
- *Thur 12/1 P2P: no meeting*
- *Thur 12/8 ALTS Community: “TBD”*
- *Thur 12/15 Coaches Community: “TBD”*
- *Sun 12/18 Hanukkah starts*
- *Thur 12/22 LMSC Community: no meeting*
- *Sun 12/25 Christmas Day*
- *Mon 12/26 Hanukkah ends*

January – *National Disability Employment Awareness Month*

- *Sun 1/1 New Year’s Day*
- *Thur 1/5 P2P: no meeting*
- *Thur 1/12 ALTS Community: “TBD”*
- *Mon 1/16 MLK Day*
- *Thur 1/19 Coaches Community: “TBD”*
- *Sun 1/22 Lunar New Year*
- *Thur 1/26 LMSC Community: “LMSC Coach Support and Club Development”*

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Give us Feedback!

What do you think of the new format?

How can we make these sessions more useful for you?

What other suggestions do you have?

LSMC Development Committee

- Chair: Dave Brancamp (dbrancamp@doe.nv.gov)
- Vice-Chair: Crystie McGrail (crystie.swims@gmail.com)
- Webinars Team:
 - Tom Moore (tom.moore.mn@gmail.com)
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