

Montana LMSC Volunteer Roles

This document is to provide specific detail about the expectation and commitment for each LMSC volunteer role in Montana. The categories covered include:

- Main duties
- Time commitment
- Technical skills needed
- Software used
- Training expectations

Additional descriptions for each position can be found in the [Montana LMSC By-laws](#) and/or on the [USMS LMSC Volunteer Roles webpage](#). If you are interested in volunteering for one of these roles, please visit the current board webpage and email the current Chair.

1. Chair

Main duties:

- Leading LMSC in support of the USMS Strategic Plan.
- Conducting LMSC BOD meetings and the Annual meeting.
- Represent MT LMSC at the national level and convention as a delegate.
- All duties and activities listed in the MT LMSC By-laws and the duties and responsibilities listed on the USMS website.

Time commitment: Various as little as 2 hrs/wk to as much as 20 depending on time of month and year and the projects the LMSC is responsible for. Attend NW Zone calls and meetings 6 hrs/quarter

Technical skills needed: patience, ability to multi-task, be a good listener, network with other USMS leaders--national, zone, state and local, see long-range and still attend to details, collaborate with entities outside the swimming community, be a certified coach and official, understand the USMS rulebook, ability to use Word & Excel, knowledge of meet organization and ability to work with Club Assistant, and more.

Software used: Word processing, Excel spreadsheets, sanction forms, Top-10 processes.

Training expectations: keep current on rule changes, attend Peer2Peer trainings and other calls.

2. Vice Chair

Main duties:

- Review documents and communications from USMS and Zone.
- Attend board meetings.
- Fill in for absent Chair.

Time commitment: 2 hours per month

Technical skills needed: knowledge of Robert's Rules to conduct meetings

Software used: Word

Training expectations: Review Bylaws of LMSC and Gain Familiarity with USMS Programs

3. Secretary

Main duties:

- Take meeting minutes during each quarterly meeting.
- Send minutes to the board for review, make edits based on the board members' suggestions, send a final copy of meeting minutes with the quarterly financial report to the board members for a vote.
- Send the minutes to the webmaster/communications chair to be posted to the website.

Time commitment: During the month of the quarterly meetings, there is about a four to five-hour time commitment: 30 minutes for prepping for the meeting, one hour for the meeting, one to two-hour for editing the notes, and 30 minutes for getting a vote and posting to the website.

Technical skills needed: Should be able to type using a word processing software. Should be able to use email and access Zoom or virtual conferencing for the meetings. Other board members can train you on how to use Zoom if you are unfamiliar.

Software used: Word processing software with the ability to make PDFs, Zoom or other virtual conferencing software.

Training expectations: The [insert chair] will hold an orientation that introduces you to USMS and the role of the LMSC. The previous secretary will hold an orientation on the duties of secretary and provide any supplemental materials to assist. This training should occur within the first month after elections or after being appointed.

4. Treasurer

Main duties:

- Maintain LMSC financial records.
- Deposit funds, issue checks, reconcile LMSC bank account on a regular basis, prepare annual budget, and provide financial reports for quarterly board meetings.
- Annually, file IRS 990N (e-Postcard), file MT corporation report with Secretary of State, submit year-end financial report to USMS national office.
- Comply with USMS and LMSC financial controls.

Time commitment: Attendance at one-to-two-hour quarterly board meetings. A day-long in-person board meeting. Quarterly, depending on skill & comfort level, two to four hours to post transactions, reconcile bank account, prepare financial statements for email distribution to board members. Additional time to 1) prep budget prior to December meeting, 2) while the rebate program is in effect, issue requested member and club checks December through March, and 3) one time changing of bank signatures. Year-end reports and filings one to two hours.

Technical skills needed:

- Basic understanding of bookkeeping, spreadsheets, banking transactions.
- Detail and process oriented. Basic understanding of accounting software like QuickBooks, Quicken or similar program helpful.
- Familiarity with LMSC Standards and USMS Rule Book.

Software used: Currently desktop QuickBooks.

Training expectations: An in-person meeting and hand-off, two to four hours. Guidance through quarterly activities as needed, through one annual cycle.

5. Membership Coordinator

Main duties:

- Send out email blasts to membership (usually composed by others but I forward them out through the back end database USMS tool).
- Transfer swimmers upon their request to a different club or workout group designation.
- Provide general stats of how many are currently in each club for the quarterly board meetings.
- Look up contact information of members when needed by the board.

Time commitment: 30 minutes per month typically. Once I became familiar, the email blasts only take 10 minutes each if no editing is required. Quarterly board meetings last 1-2 hours on the phone, it's helpful to attend but not required as this is a non voting position.

Technical skills needed:

- Be able to save attachments to a folder. Select files for uploading.
- Helpful to know how to insert a web link shortcut into the text of a group email for cleaner formatting, however most of the announcements already have this embedded.
- Ability to learn the web based back end database that you would use to pull membership reports and to send email blasts to selected users (a specific club, or all our membership within a date range).

Software used: usms web based member contact database, word (or other document program), zoom for quarterly board meetings.

Training expectations: You will have support over the phone and by email from the usms office, as well as step by step instructions on how to send emails and use the membership database. I am also available to answer questions as needed in the beginning.

6. Sanctions

Main duties:

- Coordinate sanction or recognition of LMSC pool and open water competitions or events.
- Assist and educate event directors in understanding proper application and criteria for a USMS sanction or recognition to ensure that USMS rules will be followed.
- Approve competitions or events for sanction or recognition.
- Coordinate with event directors regarding proper forms to be submitted for results and pool measurements and follow up with LMSC Top Ten Recorder re submission of results and applications for record swims.

- Be proactive about outreach to potential event directors.

Time commitment: Varies depending on number of sanction or recognition applications. Each sanction request can take two to six hours. In 2019, ten sanctions were issued, then due to pandemic restrictions one in 2020, two in 2021, and four in 2022. Attending quarterly board meetings, one to two hours. (The sanctions person is an ex-officio member of the LMSC board, with voice but no vote).

Technical skills needed:

- Basic computer, email, phone, and interpersonal and communications skills.
- Familiarity with USMS Rule Book and rules of competition.
- Working knowledge of USMS website sanctions portal.

Software used: Word processing, email, Survey Monkey, Dropbox.

Training expectations: Basic orientation from previous sanctions person, plus assistance with first sanctions application if needed. National office staff will provide access to admin tools on USMS website. Become familiar with Sanctions Chair Forms and Tutorials on USMS website.

7. Top Ten Recorder

Main duties:

- Validate and upload meet results to the Meet Results database throughout the year for the LMSC's sanctioned and/or recognized meets.
- Compile and report individual and relay Top Ten times for each course (SCY, LCM, SCM) from all sanctioned and/or recognized events held within the LMSC by the deadlines.
- Track LMSC pool measurement forms and submit new forms for inclusion in the national database.
- Work with the LMSC Sanctions Chairs to ensure that all event records and tabulations requirements are met
- Review results from USMS sanctioned meets with Montana swimmers and update the Montana Masters records files.

Time commitment: About an hour per sanctioned meet and an hour to run the top ten reports. Total 5-20 hours per year.

Technical skills needed:

- Interpersonal and communication skills via phone and email.
- Basic skill in computer, printer, email, and meet management (e.g. Meet Manager) software.
- Basic knowledge of rules for USMS sanctioned and recognized meets and open water events.
- Knowledge of USMS membership IDs and how to determine current membership.
- Detail oriented and general computer skills

Software used: Excel, pdf viewer, notepad, web browser, possibly meet manager or team manager if so inclined

Training expectations: Minimal, review the information posted to volunteer central and about 20 minutes of explanation for record keeping

8. Coaches

Main duties:

- Create and maintain relationships with all clubs, workout groups, and coaches in the LMSC.
- Act as point of contact to support clubs, workout groups, and coaches.
- Communicate relevant and timely information from USMS and the Coaches Committee to clubs and coaches.
- Encourage participation in current USMS initiatives and events (e.g. Fitness Series events, Try Masters Swimming Month, etc.) and facilitate support from the LMSC.
- Encourage and provide assistance to clubs hosting events.

Time commitment: Two to four hours per week

Technical skills needed: USMS Certified Masters Coach

Software used: Word

Training expectations: You must be a certified coach active with a Montana swim club or workout group. Training for this board position is minimal, but it is encouraged you speak with the previous Coaches chair or the current Chair to better understand your role.

9. Webmaster

Main duties:

- Update the Montana LMSC website, which uses the WordPress platform.
- Add quarterly LMSC meeting minutes, new records, upcoming events, news updates about swimmers or projects, and coaches swim workouts.
- Add all dual sanctioned meets in upcoming events.
- Support communications and social media outreach.*

*Most updates will be sent to the Webmaster by other LMSC volunteers; however, creativity and additional communications are encouraged. There is an LMSC Facebook page that could be reclaimed and actively supported.

Time commitment: At baseline, this role requires about a one-hour commitment monthly if you are only updating requested items on the website. More time can be spent if the webmaster chooses to engage with the Facebook page or create new communications.

Technical skills needed:

- The webmaster should feel comfortable with website building software or confident in their ability to learn.
- They should be confident in editing, saving, and uploading files to the internet.
- It would be helpful to have skills or an interest in using social media.

Software used: WordPress is the only software used. This is based solely online and can be accessed via an internet browser like Edge or Google Chrome. Adobe Acrobat is not required, but may be useful for editing PDFs or checking accessibility of documents.

Training expectations: The Chair will hold an orientation that introduces you to USMS and the role of the LMSC. The previous webmaster will hold an orientation on the duties of webmaster and provide any supplemental materials to assist. This training should occur within the first month after elections or after being appointed. This is a more technical role, so the previous webmaster should be available for questions at least 3 months after leaving the position.

10. Club Representative

Main Duties: Report to Board at meetings what events are going on with your Masters Swimming Club.

Time commitment: Attend your Masters swim club/workout group practices, events and Board Meetings. Four LMSC Zoom Meetings, 4 hours per year.

Technical skills needed: Ability to join Zoom Meetings.

Software used: Computer and access to Zoom.

Training expectations: Training for this board position is minimal, but it is encouraged you speak with the previous Coaches chair or the current Chair to better understand your role.

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