

Board of Directors and Committees

These descriptions are from the AKMS Bylaws -

http://www.akmswim.org/pdfs/AKMS_Bylaw_policy_amendments/ALASKA_%20LMSC_BYLAWS_12-22-13.pdf

Section 4. Duties of Elected Directors

A. The Chairperson shall be responsible for the day-to-day management of the business affairs of the LMSC, shall call general meetings and meetings of the Board of Directors as deemed necessary, shall preside at all meetings, shall appoint standing and special committees as necessary, shall appoint USAS/USMS convention delegates with the advice and consent of the Board of Directors. The Chair shall monitor the activities of the elected directors, offering guidance and support. The Chair shall communicate with the LMSC membership and thereby act as an information conduit between USMS and the LMSC's individual members.

A. The Assistant Chair shall have the duties and powers of the Chair in the absence of the Chair, and shall otherwise give support and advice to the Chair.

I. The Secretary shall attend all sessions of the Board of Directors and record the minutes at all proceedings. The secretary shall keep copies of the By-Laws and Alaska LMSC Policies, any amendments thereof, meeting minutes and related corporate documents. During an election year, the secretary will gather information regarding nominees from the Nominating Committee and generate a report to be presented at the Annual Meeting prior to elections.

I. The Treasurer shall have the duty to supervise the receipt of all monies and funds of the corporation and shall supervise the deposit of the same in the financial institutions designated by the Board of Directors and in the name and to the account of the corporation. Such funds shall be paid out only as may be directed by the Board of Directors. The treasurer shall keep full and accurate books of account and shall make such timely reports of such official financial transactions of the corporation as may from time to time be required by the Board of Directors and the National USMS Office. The treasurer shall be responsible for preparing the annual budget for review and approval by the Chair and Board of Directors.

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Section 12. Standing Committees. The Board of Directors may appoint the following standing committees and persons to chair these committees:

Awards/Recognition, Coaches, Data Manager, Fitness, Historian, Nominating, Officials, Open Water, Records, Registration, Sanctions, Scholarship, Top Ten, and Web Site. Committee responsibilities are as follows:

Awards/Recognition Committee shall 1) solicit nominees for Alaska LMSC special awards or recognition, 2) present nominees to the Board of Directors, 3) oversee the purchase of Alaska LMSC special awards, and 4) order, with the approval of the Board of Directors, and maintain an adequate inventory of meet awards.

Coaches Committee shall 1) act as a resource in providing information to Alaska LMSC members regarding swimming and training techniques, and 2) act as a facilitator for communications among Masters coaches. Dissemination of information may be accomplished via submission of articles to the webmaster for publication, organization of stroke clinics, etc.

Data Manager shall 1) receive entries, 2) notify the Registrar of swimmers needing membership verification, 3) prepare heat sheets and other documentation for Alaska LMSC meets, 4) compile and publish meet results, 5) provide the Top Ten Committee with meet data, and 6) provide requested documentation to the Records Committee.

Fitness Committee shall 1) develop and promote fitness swimming activities for Alaska LMSC members, and 2) educate adults on the fitness benefits of swimming.

Historian shall collect, preserve, and compile significant Alaska LMSC historical materials.

Nominating Committee shall accept a slate of officers to stand for elections and nominations from the membership for electing Board of Director Officers.

Officials Committee shall 1) serve as a liaison between Alaska LMSC and Alaska Swimming officials, 2) ensure that Alaska officials officiating at Masters meets are knowledgeable regarding USMS Swimming Rules, and 3) assist, if necessary, in obtaining officials for Masters meets.

Open Water Committee shall 1) be responsible for the scheduling and conduct of all Open Water events. This committee will work with the sanctioning chair to obtain sanctioning for the event.

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Records Committee shall 1) maintain and disseminate a current list of LMSC records for each course, 2) be custodian of Zone and National records as published, and 3) prepare and submit "Application for USMS and/or World Record" forms for swims in events sanctioned or recognized by Alaska LMSC.

Registration Committee (Registrar) shall 1) maintain a list of individual members in the LMSC, 2) maintain a list of clubs and workout groups within the LMSC and maintain a list of club and workout group members, 3) notify individual members of dues and assessments, 4) send reports to USMS National Office when requested, 5) bank all monies received, 6) verify current registration for all entrants in Alaska LMSC events, and 6) communicate with the Open Water Committee to ensure all participants in these events are registered with USMS either by a yearly registration or a One Event Registration.

Sanctions Committee shall 1) provide a process for obtaining an LMSC sanction after determining that all prerequisites are met (e.g., officials, pool length, etc.), 2) list all USMS sanctioned events using the USMS Calendar of Events/Sanction Request Tool, 3) ensure that all participants are USMS members for sanctioned events, 4) provide event directors with a list of required activities for conducting an event and 5) upload event results to the online meet results section of the USMS website within two (2) weeks of an event end date.

Scholarship Committee shall 1) see that current scholarship information is published on the Alaska LMSC and Alaska Swimming websites at the beginning of each school year, 2)

examine and judge the scholarship applications using the scholarship rubrics, 3) write a report of the scholarship winner to be read at the annual meeting and published on the Alaska LMSC website, 4) inform the Chair of the scholarship winner, and 5) make any modifications to the scholarship materials as necessary.

Top Ten Committee shall 1) prepare a Top Ten Report for each course, and 2) submit each report to USMS and the LMSC Records chair in a timely manner.

The Website Committee shall 1) maintain the website with up-to-date information about the LMSC and its activities in a timely manner, 2) interact with the USMS webmaster and other swimming related web masters as needed, 3) update stored LMSC information that is available on the USMS website, 4) review and maintain web page policies, and 5) assist workout groups within the LMSC regarding their websites.

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Board of Directors:

LMSC Chair – Ken Winterberger – end of tenure as chair – will serve in transition role and is willing/able to train new Chair.

Assistant Chair – our Assistant Chair just resigned.

Secretary – Our Secretary just resigned.

Note that Assistant Chair and Secretary positions have been combined for many years

Treasurer – Stan Steck is our current Treasurer. He stepped back into the position because our Treasurer (Judy Abrahams resigned this summer. She is moving to Australia.

Committees:

Awards/Recognition Committee - Ruth Carter –

Coaches Committee - Matt Williams

Data Manager - open

Fitness Committee -Ruth Carter and Ken Winterberger are on national fitness committee

Historian - open

Nominating Committee – open and usually ad hoc

Officials Committee - open

Open Water Committee - Kevin Knox

Registration Committee (Registrar) - Kristi Neptun

Sanctions Committee - Melinda Walker-Greig

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Scholarship Committee - open

Records / Top Ten Committee - Paula Smith (Shannon Titzel has expressed strong interest.

The Website Committee - (This is also the Communications Committee) – Ken Winterberger has been doing this since the early 90's. We need new blood here...

There is no “Meet Committee” identified in our bylaws, but AKMS hosts 2-3 AK championship meets every year – SCM in the fall (usually in early December). SCY in the early spring (usually late February). We used to hold regular LCM meets in late spring (usually **May) but haven't** for several years. We REALLY need to organize a meet committee and/or hire an age group team to run them for us.