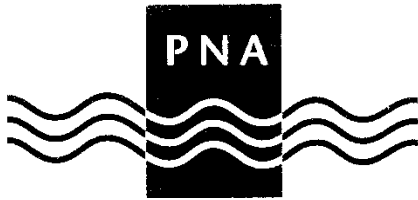




PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA President
Start date / End date or Term length	Two-year term beginning in April of odd-numbered years.
Estimated hours/days required per month	10–20 hours per month
Reports to	PNA Membership
Direct Reports	All PNA officers, committee chairs, and appointees
Role overview and purpose, and how it relates to the organization’s mission	
<p>The President of PNA is responsible for managing the operation of PNA in accordance with the PNA’s Bylaws and the USMS Rule Book. The PNA President is the main point of contact for USMS Board of Directors, Zone Rep, National Committees, and the USMS National Office. The President is responsible for coordinating PNA meetings, and keeping PNA on track with an agenda that prioritizes the operational needs of the PNA and the important initiatives communicated by the USMS leadership and the USMS National Office. The President works directly with the other volunteer officers to ensure that PNA is delivering membership needs in accordance with the LMSC Standards policy.</p>	
Key responsibilities	
<ul style="list-style-type: none"> • Oversee the day-to-day management of the operations of PNA and effectively communicate with all PNA volunteers • Direct point of contact for any PNA member regarding any USMS/ PNA questions, concerns, or comments • Preside at all PNA meetings • Appoint chairperson positions, subject to PNA approval, if required • Be familiar with the LMSC Standards policy and ensure that required standards are being met by the appropriate PNA officers • Receive communications from USMS and relay relevant information to the appropriate PNA officers and/or PNA membership • Promote leadership development within PNA • Encourage and acknowledge Board and Committee volunteers • Comply with current PNA Bylaws and USMS Rules • Lead periodic reviews of the PNA Bylaws, and facilitate amendment discussions and votes related to modifications • Maintain a clear focus on the Mission and Vision statements of USMS 	



PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Key deliverables

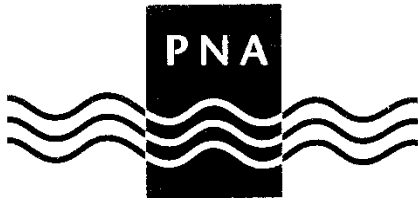
- Submit the names of PNA entitled delegates of the USMS House of Delegates to the National Office by June 15; ensuring that PNA bylaws and policies are followed in the selection process. Note: PNA is responsible for selecting members to the USMS House of Delegates. The delegate's presence at the USAS convention and the annual meeting of the USMS House of Delegates are separate (albeit generally highly related) activities. Not all HOD members attend the convention and the annual meeting. Likewise, not all attendees at the annual meeting are HOD members
- President to submit requests for Delegate-at-Large appointments in writing to President and Secretary by June 30
- Ensure that PNA holds an annual membership meeting that is open to all PNA members, and that minutes are taken at that meeting and submitted to the USMS National Office
- Ensure that PNA financial statements are submitted to USMS on time

Recommended skills, experience and attributes

- Good leadership and management skills
- Good communication skills
- Good computer skills
- Have at least a working knowledge of each PNA Board and Committee position. Ideally have a functional knowledge of each Board and Committee position

Recommended training

- Perform other PNA roles to learn and understand how each position contributes to successful local operations
- Should have prior Board experience for at least two years to acquire some history and understanding of the workings of the PNA
- Prior regular attendance to LMSC meetings
- Review PNA job descriptions
- Review PNA by-laws
- Review PNA President Job Description/Manual from previous President if available
- Attendance at USMS annual meeting and the LMSC Workshops offered



PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Benefits for the volunteer

- Opportunity to be involved, learn and appreciate all PNA operational aspects
- Opportunity to interact directly with their fellow PNA Masters swimmers while supporting the events and practice opportunities offered within the PNA
- Enjoyment
- Social activities
- Personal Satisfaction
- Engineer growth of membership
- Lead and/or participate in Swimming Saves Lives activities that benefit the local community

Benefits to USMS

- Directly supports the USMS Mission and strategic plan by creating, supporting, and enhancing membership value and service provided by PNA volunteers
- Encourages individual member connections to the USMS/ PNA community
- Promotes membership stability
- Seeks to maintain and/or improve PNA performance regarding LMSC Standards
- Cost to USMS is minimal
- Leadership at the local level to grow USMS membership

Other suggested requirements of the role

- It is highly recommended that the PNA President attend USMS Convention as a delegate to exchange best practices with other USMS leaders, and connect with the current priorities, sharing their experience upon return
- Be willing and able to help other Board/Committee members with their responsibilities as necessary
- Update PNA President Job Description
- Succession planning to recruit a capable successor for handling your role and responsibilities
- Taking an active role in recruiting other members to serve in PNA volunteer roles