

Thank you for your willingness to be on the **Oregon Swimming Board of Directors**.
This packet was made to help you see how our governing body is structured.

Oregon Swimming, Inc.

Board of Directors
Orientation Manual
January 2024

Our Mission:
To champion the development and achievement of the Oregon Swimming
Community.

Oregon Swimming Structure

- LSCs (Local Swim Committees) are the 59 local governing bodies responsible for organizing, supporting and governing USA Swimming's 3,000 plus swim clubs in their individual regions.
- Oregon Swimming is one of 17 LSCs in the Western Zone
- Oregon Swimming encompasses the state of Oregon except for Malheur, Umatilla, Union and Wallowa counties; and in the state of Washington the counties of Clark, Cowlitz, Skamania and the western portion of Klickitat.

Oregon Swimming Membership

- OSI Membership this year includes 4000+ athletes, 350+ officials and 200+ coaches

Board of Director and House of Delegate Meeting Information

All board members are expected to attend every BOD and HOD meeting.

- Written reports are due the Sunday prior to the meeting.
- Approximately 5 days before the meeting all material will be sent for review and preparation, along with meeting log in instructions.
- Notify the General Chair in advance if you are unable to attend
- Meetings operate under the Consent Agenda format
- Our BOD meetings are held on Zoom – you can log in either on your computer or your telephone. The schedule of meeting dates is published on the website calendar, usually the 1st Wednesday of the month.
- Our House of Delegates (HOD) meeting is held in the fall in person.

2024 OSI Board of Directors Elected Board Positions

<i>Elected positions</i>					yr elected
General Chair	LOSC	Emily Melina	208-874-3017	emily.melina7@gmail.com	2023
Administrative Vice-Chair	SMR	Jack Burnett		jhacjack@comcast.net	2022
Senior Vice-Chair	CAT	Rick Guenther	541-231-9621	surfwimcat@aol.com	2023
Age Group Vice-chair	SA	Alexandra Tokman		alexandra9710@yahoo.com	2022
Secretary	CAT	Chloe Knievel		chloe@corvallisquaticteam.org	2022
Treasurer	UN	Rhonda Soule	541-602-2683	rhondasoule@gmail.com	2022
Finance Vice Chair	MAC	Lee Cannon	503-516-1568	lcannonpdx@gmail.com	2023
Technical Planning Chair	HRST	Shelly Rawding	509-637-4051	hrvst.coach@gmail.com	2023
Coach Representative	RACE	Shane Bennett	503-206-1814	shane.bennett@raprd.org	2022
Junior Athlete Representative	LOSC	Tenzin Wangpo		junior.athlete@oregonswimming.org	2023
Senior Athlete Representative	LOSC	AnnMarie Vlaic		senior.athlete@oregonswimming.org	2023

Ex Officio Members

The immediate past General Chair of OSI, if an Individual Member in good standing. Current members of the USA Swimming Board of Directors who are Individual Members in good standing and USA Swimming National Committee members who are Individual Members in good standing.

Immediate Past General Chair	HRST	Shelly Rawding	509-637-4051	hrvst.coach@gmail.com	
Club Development Committee	HRST	Shelly Rawding	509-637-4051	hrvst.coach@gmail.com	2023
Club Development Committee	LOSC	Emily Melina	208-874-3017	emily.melina7@gmail.com	2023

Appointed Board Positions

Diversity/Equity/Inclusion/Disability Chair	LCSC	Lissa Parker		lippyb@hotmail.com	2023
Officials Chair	UN	Judi Creech	360-909-7526	jjjcreech@comcast.net	2020
Safe Sport Coordinator	LA	Matt Crum	503-952-6260	safesport@oregonswimming.org	2023
Operational Risk Coordinator	PAC	Scott Miyako		operationalrisk@oregonswimming.org	2023
At-Large Board Members	UN	Jeff Gudman		jgudman7150@msn.com	2023
	LOSC	Alex Nikitin		parametrix.research@gmail.com	2023
	STRY	Jennie Condon		jcondon@oregonjcc.org	2023
At-Large Athlete Board Members	CAT	Andrew Hanson			2023
	NST	Anastasia Kaldy			2023
	TTSC	Ashley Cochrane			2023

Oregon Swimming Office Staff (non-voting)

OSI Executive Director	Debbie Laderoute	503-576-1328	debbie@oregonswimming.org
Registration	office	503-747-3701	office@oregonswimming.org
Webmaster	Judy Chen		webmaster@oregonswimming.org

Appointed Positions (non-voting)

Awards Chair		Debbie Laderoute	
Award Ceremony Chair		Debbie Laderoute	
Sanctions Chair	office	Debbie Laderoute	503-747-3701
Time Standards Chair	TOR	Sophia Stone-Holmbeck	office@oregonswimming.org
Camp/Clinics Chair			sophianerrissa@gmail.com
Zone/All Star Team		Debbie Laderoute	
Governance Committee		Shelly Rawding	hrvst.coach@gmail.com
		Julie Carpenter	jmcarpenter001@gmail.com
		Murilo Martins	coachmmartins@gmail.com
		Jane Hanson	hansonjane54@gmail.com
		Emily Ortner	eortner.losc@gmail.com
Finance Committee	MAC	Lee Cannon	
	UN	Rhonda Soule	
		Jeff Gudman	

Appointed Chairs and Coordinators (606.3)

General Chair appoints– At-Large Board Members, At-Large House of Delegates Members, and members of all standing committees.

Administrative Vice-Chair appoints – Awards Ceremony Chair, Camps/Clinics Chair, Records Chair, Sanctions Chair, Time Standards Chair.

Officials Chair appoints – Area Officials Chairs.

Zone/All-Star Head Coach appoints– Zone/All-Star Assistant Coaches and chaperones.

Technical Planning Committee Chair appoints – TPC Committee members.

There are Six Divisions of Oregon Swimming, with a Vice Chair in charge of each division as follows. The Vice-Chair of each division serves as an ex-officio member (with voice and vote) of each of the standing committees under their jurisdiction.

Administrative Division - Administrative Vice-Chair

- Safe Sport, Awards, Awards Banquet
- Diversity/Inclusion/Disability
- Bylaws/Legislation/Rules, Club Development,
- Elections,
- Equipment,
- Insurance,
- Legal (General Counsel, if applicable),
- Meet management,
- Meet sanctions,
- Meet sponsorship,
- Membership/Registration,
- Officials,
- Personnel,
- Public Relations,
- Publications/Newsletter,
- Policies and Procedures Manual,
- Records/Top 16 Tabulation,
- Swim Guide/Parents Manual,
- Secretary,
- Special Events, and
- Technical planning.

Age Group Division – Age Group Vice-Chair

- Age Group,
- Camps/Clinics,
- Program Development,

- Time Standards, and
- Zone Team.

Senior Division – Senior Vice-Chair

- Camps/Clinics,
- Meet Evaluation,
- Open Water,
- Reportable Times,
- Safety, and
- Senior swimming.

Finance Division – Treasurer

- Audit,
- Budget,
- Finance,
- Swim-a-thon, and
- Tax.

Athletes Division - Senior Athlete Representative

- Athlete Representatives

Coaches Division - Senior Coach Representative

- Coaches Committee and Coach Representative

Basic Board Member Duties

This starts with an understanding of the fundamental legal duties of each individual board member, which include:

- **Duty of Care** — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.
- **Duty of Loyalty** — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- **Duty of Obedience** — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.
- **Duty of Transparency** — Establish a system of operation that allows outsiders to see how the organization operates, makes decision, and uses resources.

Determine mission and purpose.

It is the board's responsibility to create and review a statement of mission and purpose that articulates your LSC goals.

Select, support and evaluate the chief executive.

Whether you have an Executive Director or a volunteer in charge, the board must reach a consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.

Ensure effective planning.

The Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

Monitor and strengthen programs and services.

It is the board's responsibility is to determine which programs are consistent with the LSCs mission and monitor their effectiveness. Also, to eliminate programs that aren't effective and add programs that help you reach your goals.

Ensure adequate financial resources.

One of your board's foremost responsibilities is to secure adequate resources for the LSC to fulfill its mission.

Protect assets and provide proper financial oversight.

The board must assist in developing the annual budget and ensuring that proper financial controls are in place. Reviewing the budget is so important – be sure to ask lots of questions if there is anything you don't understand about it.

Build a competent board.

All boards have a responsibility to articulate what they need in their candidates, orient new members thru the orientation process, and periodically evaluate their own performance. (This last one doesn't happen near as often as it should)

Ensure legal and ethical integrity.

The board is ultimately responsible for adherence to legal standards and ethical norms.

Here is the link on the USA Swimming website of Top Resources for LSC Leaders. Scroll down to the page to get to the links. Also is the link to activate your free Boardsource membership on this page.

<https://www.usaswimming.org/about/lsc-governance>