



**OREGON SWIMMING BOARD OF DIRECTORS
2016 – 2020 STRATEGIC WORKSHEET: May 2016**



KEY AREA: Communication					
STRATEGIC GOAL	MEASURABLE OBJECTIVES	ACTION STEPS	TASK What needs to be done?	WHO? Responsible Party	WHEN? Deadlines/Milestones
Disseminate information effectively on camps, clinics, Safe Sport and other LSC programs	Information up to date on website. (parents/adults)	Look into Team Unify, other options to see what the best way to move forward is.	Develop Task Force	Board + interested people	asap
	Get information to coaches and officials and athlete reps via email. (targeted adults)	Need accurate mailing list	Office updates yearly	Office	As needed
	Twitter - links to forms (athletes)	Open Twitter account for OSI	Investigate safe sport implications	Robbert, Caitlyn, Lucy, Shelly	Approved at June 2016 board meeting
	Instagram - to get the excitement up for programs/meets. (marketing piece - athletes)	Open Instagram account for OSI	Investigate safe sport implications	Robbert, Caitlyn, Lucy, Shelly	Approved at June 2016 board meeting
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KEY AREA: BOD Operations					
STRATEGIC GOAL	MEASURABLE OBJECTIVES	ACTION STEPS	TASK What needs to be done?	WHO? Responsible Party	WHEN? Deadlines/Milestones
Set Financial Management Practices	Finalize Quad Budget	Form a Budget committee	Develop a financial calendar Gather reports Go over budget	At least 3 people and Treasurer	Last Board meeting before the House of Delegates Meeting/Refer to Calendar
	Financial Operating Guidelines (FOG)	Form a task force	Outlining best practices	Treasurer & Past Treasurers	As soon as possible
	Manage Travel Endowment Investment	Form a Travel Investment Committee	Develop language for by-law section	Travel Endowment Manager & Treasurer	July/September 2017 Board Meeting then House of Delegates 2017
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BOD Operations	Set Standing Committees	Form a task force (before July)	What committees are needed to be formed	Administrative Chair	Report for BOD in September, HoD in October
	Improve Board Personnel Management	LSC Governance & Training	Vetting potential candidates Orientation of new board members	Outgoing member & USA Swimming Materials	Vetting before HoD, Training from HoD Election to January 1
	Calendar (Bylaw/P&P review)	Form a task force	Set a yearly calendar Pick on any additional members of the task force	Office Manager, TPC, Treasurer, Admin Chair, (Senior Chair?). Additional members designated by task force	July 2016 BOD meeting
	Board Participation @ Meetings/Calls Executive Director??	Review meeting times to ensure optimal participation			



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KEY AREA: Athlete Engagement					
STRATEGIC GOAL	MEASURABLE OBJECTIVES	ACTION STEPS	TASK What needs to be done?	WHO? Responsible Party	WHEN? Deadlines/Milestones
Athlete rep involvement per team	Rep per team	Track coaches who have responded	Create a policy (is there one in the P&P?) Incentive for having one??	Senior chair and Coaches Representative	Senior State (July/August)-milestone September before HOD-deadline
	Board objectives? (Safesport)	At meetings, email reps, get involved in the gm (group message), call meeting, get	Education Finish safesport	OSI Athlete Reps, Coaches Representative	Before HOD-deadline

		coaches to encourage members to take.			
	IMX/IMR	Pitching idea to teams	Education	Athlete reps (all) and teams	Once per short course/long course season
	Picking athlete rep	Education	Plan out a form with details of requirements	Athlete Reps (OSI)	Before HOD-deadline Senior State-milestone
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Athlete Retention	Get retention rate stats on club/LSC portal	Coach and athlete education Get the stats to the coaches	Mentoring program	Coaches Rep/Sr chair	At the end of each season
	Effort and Interest	Athlete's education (Team dynamic)	Coaches need to tell athletes about team dynamic	Coaches	YEARLY
	CRP (Club Recognition Program)				



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KEY AREA: Facilities (future use)					
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