



TEN BASIC RESPONSIBILITIES OF SWIM TEAM BOARDS

- 1. Determine the team's mission and purpose.** A statement of mission and purposes should articulate the team's goals, means, and primary constituents served. It is the board's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.
- 2. Select the head swim coach.** Boards must reach consensus on the head coach job description and undertake a careful search to find the most qualified individual for the position.
- 3. Support the head coach and review his or her performance.** The board should ensure that the head coach has the moral and professional support he or she needs to further the goals of the team. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of his or her performance.
- 4. Ensure effective team planning.** As stewards of the team, boards must actively participate with the staff in an overall planning process and assist in implementing and monitoring the plan's goals.
- 5. Determine, monitor, and strengthen the team's programs and services.** The board's role in this area is to determine which programs are the most consistent with the team's mission, and to monitor their effectiveness.
- 6. Ensure adequate resources.** One of the board's foremost responsibilities is to provide adequate resources for the team to fulfill its mission. The board should work in partnership with the head coach and development staff, if any, to raise funds from the community.
- 7. Protect assets and provide financial oversight.** The board, in order to remain accountable to its donors and the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
- 8. Build a competent board.** All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new members to their responsibilities and the team's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.
- 9. Ensure legal and ethical integrity and maintain accountability.** The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the head coach of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the team's bylaws and articles of incorporation.
- 10. Enhance the team's public standing.** The board is a team's primary link to the community, including constituents, the public, and the media. Clearly articulating the team's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.