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Membership Coordinator Peer-to-Peer

Presented by: Membership Committee
January 14, 2020



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Agenda

- Membership Committee Activities
- Volunteer Task Force Results
- 2019 Convention Workshops
- Future of Membership Coordinator Role and Membership Committee
- Q&A



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Membership Committee

- Surveyed committee in 2018
 - To gain perspective of what the committee wanted to do
 - Determine what registrars actually do
 - Determine what registrars spend the most time doing
- Committee decided
 - Against sunseting committee, but rather reinvent itself
 - Send LMSC Registrars a survey similar to what was sent to committee
 - Submit Legislation to change committee's Rule Book description
 - Partner with National Office to come up with a plan for membership cards



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Volunteer Task Force

Mission - Investigate and make recommendations regarding how to optimize USMS's volunteers as resources now and in the future.

Proposals were based on findings from volunteer and member survey, personal interviews, and 2018 workshop breakout sessions.

Findings were presented

- 2018 BOD Meeting
- 2019 Leadership Summit
- 2019 Convention



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Volunteer Task Force

Registration Committee

- Recommendation: disband committee
- Rationale:
 - National policies for registration are well established and no longer require a national standing committee
 - Most member registrations are handled by Registration website
 - When LMSC volunteers transition from Registrar to LMSC Membership Coordinator, they no longer need a Registration Committee as currently exists to assist



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Volunteer Task Force

Recommendations for LMSC Registrar Role:

- Change name to Membership Coordinator
- Local contact for inquiries from swimmers and club representatives for club transfers, clubs, and workout groups
- Liaison between LMSC members, LMSC Board, and USMS National Office
- Necessary access to USMS Registrar database



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Volunteer Task Force

Recommendations for National Office changes:

- Keep track of online registrations and send information to clubs
- Provide regular reports to LMSC officers and to clubs on new members, renewals, and statistics related to LMSC membership
- Send monthly registration summaries to LMSC Treasurer (accounting reports, member registrations)
- Process transfers and one event registrations
- Respond to any membership notes submitted by members
- Print and mail USMS cards to all swimmers who request them
- Update USMS database for member changes (address, email, phone, etc.)
- Deposit LMSC fees from paper checks
- Communicate with the LMSC Webmaster/Communications Coordinator to keep club registration forms and contact information up to date



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2019 Convention

- Committee submitted only a description change to Legislation committee
- Board of Directors submitted Legislation to name change of Registrar to Membership Coordinator
- Legislation Committee amended committee name to Membership
- Committee asked Legislation to remove amendment and change the name back to Registration with the recommendation that if the BOD legislation was approved, the committee would become Membership
- During Registration committee meeting questions about the name change of Registrars were answered
- During the Volunteer/Membership Workshop there was confusion about the role of the Registrar
- Membership Coordinator passed as the new name for Registrars
- Registration Committee description passed
- Registration Committee name was changed to Membership Committee



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Future of Membership Coordinator Role

- Board of Directors has not adopted any of the proposals besides the name change
- Some of the recommendations were already being done...for year
- Role will continue to evolve

Go to: For Volunteers/Guide to Operations/LMSC Management
under Operations and LMCS Volunteers is LMSC Volunteer Role Descriptions
or https://www.usms.org/admin/lmschb/goto_role_registrar.pdf



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Future of Membership Committee

- Membership committee has a task of updating the Membership Coordinator role description by consulting
 - Membership Coordinators
 - Board of Directors
 - National Office
 - Other committees
- Continue working with National Office to determine the future of cards
- Support onboarding of new Membership Coordinators
- Provide expertise about the membership function as apply to rules, legislation, policies, and procedures



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Q&A