



Funding the Future of Synchronized Swimming

BOARD OF TRUSTEES: TRUSTEE JOB DESCRIPTION

The United States Synchronized Swimming Foundation (USSSF) funds the future of synchronized swimming by supporting grassroots development; educational opportunities for coaches, athletes and officials; and the development of synchronized swimming in the United States. Its 18-member Board of Trustees is comprised of nine trustees elected by the Board of Governors of USA Synchro, and nine trustees elected by the USSSF board. The USSSF board is a working board focused on fundraising and governance of the organization.

RESPONSIBILITIES OF A TRUSTEE

- Commits to serve the three-year term as a trustee.
- Donates to the USSSF at a personally significant level, with \$1,500 the minimum for membership in the Founders' Society.
- Actively raises funds for the USSSF and meets or exceeds any established fundraising amounts.
- Leverages network to raise funds, build support and encourage participation in events, as well as to identify and engage subject matter experts to support the USSSF's development.
- Attends at least 75% of board meetings and important related meetings, both in person and via other communications methods, including the US Aquatic Sports Convention, Board retreat and fundraising events.
- Serves on at least one committee, participates actively in committee work, and leads committee(s) when and as needed.
- Stays informed about board and committee matters, prepares well for meetings/calls, and reviews and comments on minutes and reports.
- Helps establish and revise, as necessary, policies and procedures for the USSSF.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Assists in the recruitment of volunteers and committee members to augment the Board, and identifies potential trustees.
- Engages in honest and respectful discussions regarding USSSF business. Expresses one's opinion during discussions and debates, but speaks with one voice regarding the final decisions of the Board.
- Ensures that any confidential or privileged information is not disclosed inappropriately.
- Makes responsible and informed decisions regarding appropriate granting of funds.
- Gets to know other committee members and builds collegial working relationships that contribute to consensus.
- Actively participates in any evaluation and planning efforts. Sets strategic direction for the USSSF.

The United States Synchronized Swimming Foundation

9365 Counselors Row, Suite 200, Indianapolis, Indiana 46240

www.synchrofoundation.com



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- Conducts her/himself professionally and beyond reproach at all times, holding her/himself to the highest ethical standards. Discloses any conflicts of interest. Completes Statement of Principles on Ethical Behavior and Conflicts of Interest.
- Ensures that any confidential or privileged information is not disclosed inappropriately.
- Serves as an ambassador for and representative of the USSSF and synchronized swimming.

SKILLS AND EXPERIENCE

- Marketing, fundraising/development, finance, communications, legal and/or governance skills
- Board experience
- Interest in fundraising
- Proactive mindset
- Passion for women's sports
- Interest in synchronized swimming

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