



## 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 10 trustees elected by the Board of Governors of USA Synchro, and eight 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 a minimum of US\$1,000 annually.
- 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.
- 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.

### The United States Synchronized Swimming Foundation Board of Trustees

Karen Rosolowski, President

Jeanne Struck, Secretary

Evelyn Zabo, Treasurer

Joe Alwan  
Lisa Elaine Mar

Beth Borland  
Judith McGowan

Elizabeth Klimczak Harris  
Barbara McNamee

Emily Kokernak  
Grasy M Noriega

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[www.synchrofoundation.org](http://www.synchrofoundation.org)

- 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