

OVERVIEW OF EXECUTIVE DIRECTOR POSITION

The following are factors which the current PVS Board considered at both its February Board meeting and at a special retreat held on April 15th. A majority of the current Board has agreed that the House of Delegates and incoming Board of Directors should give serious consideration to supporting these recommendations. The current Board is recommending that an additional \$50,000 be included in the FY08 budget to allow the incoming Board to implement these recommendations if they wish to do so.

The problem which the Board generally recognized is that:

- Current Board represents hundreds of years of institutional knowledge and experience BUT they will not be around forever.
- Board members are experiencing high stress and frustration caused by the significant time that is required to perform strategic duties and satisfy day-to-day demands.
- Time limitations make the implementation of new initiatives and the execution of some currently approved and budgeted programs difficult.
- Coordination, communication and integration of work between the support personnel (4 contractors) is informal and spotty.
- Management of the LSC and stress associated with serving on the Board will only worsen as the LSC continues to grow in membership and complexity.
- Combination of factors will make it increasingly difficult to find talented "new blood" willing to serve on the Board or fill other key roles.

What can be done:

- Significantly reduce day-to-day responsibilities of Board members so they can concentrate on high level management and strategic planning.
- Better integrate and coordinate activities of support personnel.
- Improve management of existing programs and implementation of new initiatives.
- Exercise more advance planning for Board meetings and HOD meetings.
- Improve and expand internal and external Communications.
- Create an Executive Director position to serve as the "go to" person for PVS day-to-day business affairs.

Some of the Executive Director's duties might include some or all of the following: (the incoming Board should make this determination): They might also wish to include additional duties-

- Manage LSC Staff and coordinate activities
- Maintain and apply P&P and Bylaws
- Communicate with clubs & LSC members
- Meet face to face with every club at least once a year
- Communicate with all LSC members via PVS newsletter
- Propose & manage initiatives & programs to achieve strategic goals
- Strategic marketing program
- Responsibility unit budgeting
- Prepare weekly report on activities for BOD
- Prepare for BOD & HOD meetings
- Publish agenda 1 week before BOD meetings
- Prepare & publish HOD meeting package
- Maintain good relationships with pool management
- Insure legal compliance
- Reports directly to GC with dotted line reporting to entire BOD