

POTOMAC VALLEY SWIMMING

NEW STAFF POSITION STUDY

Background

PVS has been studying the concept of hiring a Chief Operating Officer. The PVS Board of Directors has agreed by consensus (but not unanimously) that this would be a beneficial move for the association. Board members have been discussing this idea with other PVS members – families, coaches and volunteers – for several months and have received many very enthusiastic responses. These discussions have discovered that our membership is interested in growth, excellence and an organization that is equipped to provide a high quality experience for our swimmers. While many different possible benefits have been mentioned, the bottom line is that our membership wants PVS to be the best organization that it can be and they support their BoD as it studies this concept.

During this consideration process, many questions have been raised and many ideas have been proposed. Many of the questions have been about the general subject of whether PVS really needs a Chief Operating Officer and, if it does, what this person will actually do to benefit PVS. Some also have raised the question of how much this will cost and who is going to pay for it. Conversely, many other respondents have replied that the need is so great and so obvious that the cost is secondary in a sport where the cost to participate already is high compared to many other sports.

In an attempt to deal with these and other questions, PVS has prepared a formal Chief Operating Officer Position Description. It was written as if PVS intended to advertise the position and/or to use an active search to find candidates for the job. This paper addresses many of the questions that have been raised and provides both substance and many details regarding the job. The position description was prepared with input from professional search firms, long time association executives, various swimming resources, and the resources within our own association.

In addition, the BoD proposed a \$50,000 increase in the FY'08 budget for staff compensation, including both new and current positions. This amount, which was approved at the House of Delegates meeting in May, is believed to be sufficient for the first year if the BoD approves the new position and accepts the candidate. For the long term, the addition of a Chief Operating Officer may require additional budget support, depending on the exact financial arrangements that are made for the position.

At the May House of Delegates meeting, PVS made a slide presentation that pointed out many of the operational benefits to the association if PVS hires a Chief Operating Officer. Hard copies of that presentation will be available at the July 24 meeting for any PVS members who did not see the original presentation or who want to review it.

However, there are no plans to present the slide show again. Many of these benefits are included in the formal Position Description. However, the major benefit to PVS is more intangible, as we increase our capabilities, raise our profile, improve the quality of our product and strengthen the PVS brand in the marketplace.

The PVS By-laws are clear that it is the responsibility of the Board of Directors to create staff positions and to manage them. However, the Board wants to ensure that its actions reflect the desires of its membership and that it is responsive to concerns and issues raised by the membership. That is why the Board tried to present their study and conduct a discussion of the new position at the May House of Delegates meeting. After only a short discussion, the issue was tabled. The Board is attempting to provide more information regarding this new position and has scheduled another House of Delegates meeting for July 24 to continue the discussion of the Chief Operating Officer position.

Planned Board of Directors Action

The PVS Board of Directors will meet immediately following the House of Delegates meeting on July 24. An item on the agenda is approval of a proposal to hire John Ertter as the part-time Chief Operating Officer for PVS. The intent is for him to share his time as the PVS COO with his time as the PVS Controller. The agreement will be for a period of one year only, beginning on September 4, 2007. His compensation and terms of employment will be negotiated by the new General Chair, Greg York, and will be presented to the Board of Directors for approval sometime after the new Board members take their positions in September.

John Ertter is a long time member of PVS. He has been an official (PVS, NVSL, HS and NCAA) for over 15 years. His daughter swam for the University of Georgia and his son will be a diver for Old Dominion University. Professionally, he is trained as a CPA and he had long career as an executive in a large utility. He retired in 2006. He served four years on the PVS Board of Directors as Treasurer until 2003 and has been retained as the PVS Controller since September, 2003.