

# **USMS Executive Director and Employees/Contractors**

## ***A. Executive Director***

As defined by the Executive Limitations Policy subject to certain limitations, the Board of Directors grants the executive director full authority to manage and operate United States Masters Swimming. The Executive Limitations Policy can be found at [www.usms.org/admin/policies](http://www.usms.org/admin/policies)

1. The USMS executive director is hired, evaluated and may be terminated by the Board of Directors.
2. The selection process for executive director shall be determined by the USMS Board of Directors. The method used for selection shall include an application and interview process.
3. The method used to document the terms of agreement with the executive director shall be determined by the USMS legal counsel and approved by the Executive Committee.
4. The staff and executive director compensation and benefits will be determined by the Compensation and Benefits Committee and approved by the Board of Directors. Prior to finalizing the agreement, legal counsel shall consult with the chair of the Finance Committee to determine compliance with approved budget.
5. The USMS Board of Directors or its designee shall develop and maintain the job description for the executive director. This job description shall be used during the selection process and during performance reviews.
6. An initial performance review generally will be conducted for the executive director between 90 and 120 days following the start of the first period of employment. Performance reviews shall be conducted annually. An interim performance review may be requested by the executive director at any time.

## ***B. Other Employees and Contractors***

The executive director hires, evaluates and may terminate all employees and contractors. The Employee Handbook explains the process for hiring and evaluation.

Initial approval by the Board of Directors on 9/18/2011.