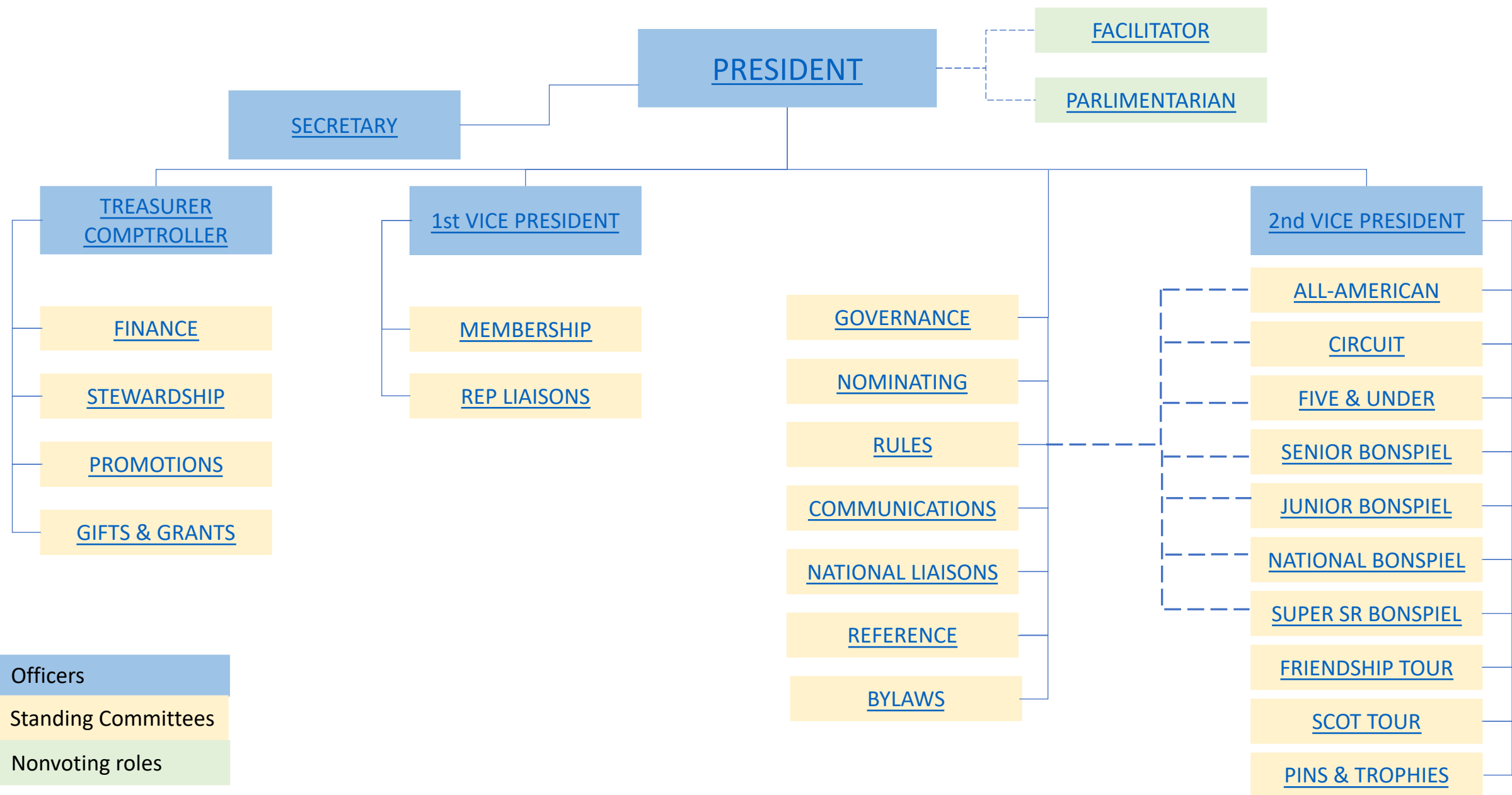




# United States Women's Curling Association

## Organization Chart September 2025

USWCA BOARD of DIRECTORS – *Officers, Club Representatives, Standing Committee Chairs*



# Officers

## **President**

- (a) The President is the principal executive officer of the USWCA and supervises all its business and affairs.
- (b) She is an ex-officio member of all committees except for the Nominating Committee.
- (c) She is responsible for overseeing the Governance, Nominating, Rules, Communications, National Liaisons, and Reference Committees.
- (d) She serves on the Governance Committee.
- (e) She is responsible for executing the activities outlined in the President job description.

## **1<sup>st</sup> Vice President**

- (a) The 1<sup>st</sup> Vice President is responsible for overseeing the Membership and Representative Liaisons Committees, and is responsible for the education and training of club representatives
- (b) She serves on the Governance Committee.
- (c) She is responsible for executing the activities outlined in the 1st Vice-President job description.
- (d) She reports to the President.
- (e) She will perform the duties of the President in her temporary absence or inability to serve and so acting will have all the rights and powers of the President.
- (f) She is the President Designate.

## 2nd Vice President

- (a) She is responsible for overseeing the All-American, Circuit, Five Year and Under Bonspiel Procedure, Senior Women's Bonspiel Procedure, Junior Bonspiel Procedure, National Women's Bonspiel Procedure, Super Senior Women's Bonspiel Procedure, Friendship Tour, Scot Tour, Pins and Trophies Committees.
- (b) She serves on the Governance Committee.
- (c) She is responsible for executing the activities outlined in the 2nd Vice-President job description.
- (d) She reports to the President.
- (e) She will perform the duties of the 1st Vice-President in her temporary absence or inability to serve and so acting will have all the rights and powers of the 1st Vice President.
- (f) She is the 1st Vice-President Designate.

## Secretary

- (a) She maintains a record of the affairs of the USWCA and full and correct minutes of the Executive Council and Board of Directors' meetings.
- (b) She is responsible for executing the activities outlined in the Secretary job description.
- (c) She maintains and distributes the directory of member clubs, their officers and Representatives, and the USWCA Officers and Committees.
- (d) She keeps current contact information for all Past Presidents and be responsible for distribution of the current directory to them.
- (e) She serves on the Communications Committee.
- (f) She reports to the President.

## Treasurer

- (a) She is responsible for the financial oversight of the USWCA.
- (b) She gives bond by a responsible surety company for faithful discharge of her duties in such sum as may be required by the Board of Directors.
- (c) She is responsible for executing the activities outlined in the Treasurer job description.
- (d) She files a Certificate of Condition with the Illinois Board of Incorporation annually.
- (e) She is Chair of the Finance Committee.
- (f) She is responsible for overseeing the Gifts & Grants, Promotions, Financial Stewardship, Finance Committees.
- (g) She serves on the Financial Stewardship, Promotional Sales, Communications and Governance Committees.
- (h) If the Treasurer is temporarily unable to perform her duties, the President shall name a previous USWCA Treasurer or Comptroller to assume the Treasurer's duties as needed.
- (i) She reports to the President.

## Comptroller

- (a) She keeps the accounts of the USWCA and render a statement of accounts at each meeting of the Board of Directors.
- (b) She gives bond by a responsible surety company for faithful discharge of her duties in such sum as may be required by the Board of Directors.
- (c) She is responsible for executing the activities outlined in the Comptroller job description.
- (d) She serves on the Finance, Financial Stewardship, Membership, Promotional Sales, and Circuit Committees.
- (e) If the Comptroller is temporarily unable to perform her duties, the President shall name a previous USWCA Treasurer or Comptroller to assume the Comptroller's duties as needed.
- (f) She reports to the Treasurer.

# Standing Committees

## Governance

- (a) The Governance Committee is responsible for (1) developing and implementing new or improved USWCA governance practices and (2) facilitating the evaluation and continuation of the USWCA Strategic Plan.
- (b) The Committee consists of at least eight members: Chair, President, 1st Vice-President, 2nd Vice-President, Treasurer, Parliamentarian, Rules Committee Chair, and Immediate Past President.
- (c) The Committee manages and implements the processes outlined in the Governance Committee procedure manual, including creation and dissolution of committees.
- (d) The Chair is responsible for executing the activities outlined in the Governance Committee Chair job description.
- (e) The Chair reports to the President.

## Bylaws

- (a) The Bylaws Committee is responsible for managing the Bylaws to serve the needs and purposes of the USWCA.
- (b) The Committee consists of at least four members: Chair, Parliamentarian, any Past President, and one member from any region other than the Chair's region.
- (c) The Chair is responsible for executing the activities outlined in the Bylaws Committee Chair job description.
- (d) The Chair serves on the Governance Committee.
- (e) The Chair reports to the President.



## Nominating

- (a) The Nominating Committee is responsible for nominating Officers, Parliamentarian and USWCA/USA Curling Liaison for the ensuing fiscal year following the process detailed in the Nominating Committee procedure manual.
- (b) The Committee consists of six members, with no two members from any one club. The Chair is the immediate Past President. The Chair and two members are from the region from which the 2nd Vice-President is to be elected and the remaining three represent each of the other three regions.
- (c) No Nominating Committee member can be named to the slate.
- (d) The Chair is responsible for executing the activities outlined in the Nominating Committee Chair job description.
- (e) The Chair reports to the President.

## Rules

- (a) The Rules Committee maintains, interprets and enforces the USWCA Rules and Regulations.
- (b) The Committee consists of at least seven members – Chair, one member from each of the four regions, one from the host club of the USWCA National Women's Bonspiel, and one from the host club of the USWCA Senior Women's Bonspiel.
- (c) The Chair is responsible for executing the activities outlined in the Rules Committee Chair job description.
- (d) The Chair reports to the President.

## Communications

- (a) The Communications Committee actively promotes the USWCA and its role in curling throughout the United States.
- (b) The Committee consists of at least 10 members: Chair, Treasurer, Membership Committee Chair, Secretary, Webmaster, Representative Liaisons Committee Chair, and a member from each of the four regions.
- (c) A member of the Communications Committee serves on the Promotional Sales Committee and acts as a liaison between the two committees.
- (d) The Chair is responsible for executing the activities outlined in the Communications Committee Chair job description.
- (e) The Chair serves on the Membership and Representative Liaisons Committees.
- (f) The Chair reports to the President.

## Reference

- (a) The Reference Committee is responsible for maintaining the following:
  - a. The archives of the USWCA as outlined in the committee procedure manual.
  - b. An up-to-date reference of all archived items available to members upon request.
- (b) The Committee consists of at least five members: Chair and one member from each of the four regions.
- (c) The Chair is responsible for executing the activities outlined in the Reference Committee Chair job description.
- (d) The Chair reports to the President.

## National Liaisons

- (a) USWCA and USA Curling each appoint a liaison to participate in the other's leadership meetings to enhance the effectiveness of both organizations.
- (b) The USWCA/USA Curling Liaison represents the USWCA as a Director on the USA Curling Executive Committee and Board of Directors.
- (c) Any female USWCA member is eligible as a nominee for USWCA/USA Curling Liaison provided she meets the criteria included in the USWCA/USA Curling Liaison Conflict of Interest Policy. She cannot serve as a USWCA officer or as another voting member of the USWCA Executive Council, or as another Director of USA Curling during her term as USWCA/USA Curling Liaison.
- (d) The USWCA/USA Curling Liaison is responsible for executing the activities outlined in the USWCA/USA Curling job description.
- (e) The USA Curling/USWCA Liaison represents USA Curling as a voting member on the USWCA Executive Council and Board of Directors.
- (f) The USA Curling/USWCA Liaison cannot serve as Chair of a Standing or Ad Hoc Committee.
- (g) The USWCA/USA Curling Liaison and USA Curling/USWCA Liaison report to the USWCA President.

## Membership

- (a) The Membership Committee is responsible for the management and implementation of Membership guidelines.
- (b) The Committee consists of at least eight members: Chair, Comptroller, Communications Committee Chair, one member from each of the four regions and one member from an arena club.
- (c) The Chair is responsible for executing the activities outlined in the Communications Committee Chair job description.
- (d) The Chair serves on the Communications and Representative Liaisons Committees.
- (e) The Chair reports to the 1st Vice-President.

## Representative Liaisons

- (a) The Representative Liaisons Committee is responsible for the communication and relationship between the USWCA and the club representatives.
- (b) The Committee consists of at least eight members: Chair, Membership Committee Chair, Communications Committee Chair, at least one Liaison for each of the four regions, and at least one Liaison for the arena clubs. The Liaisons are current or former USWCA Club Representatives and the Chair is a current or former Liaison.
- (c) The Liaisons provide personal communication to each of their club representatives as directed by the Chair, who provides each Liaison with a list of duties.
- (d) The Chair is responsible for executing the activities outlined in the Representative Liaisons Committee Chair job description.
- (e) The Chair serves on the Communications Committee.
- (f) The Chair reports to the 1st Vice-President.

## Finance

- (a) The Finance Committee is responsible for the oversight of USWCA finances and serves in an advisory capacity to the Treasurer and Comptroller.
- (b) The Committee consists of at least five members: Treasurer as Chair, Comptroller, Financial Stewardship Committee Chair, and at least one past USWCA Treasurer and one past USWCA Comptroller.
- (c) The Chair is responsible for executing the activities outlined in the Finance Committee Chair job description.
- (d) The Chair reports to the President.

## Financial Stewardship

- (a) The Financial Stewardship Committee is responsible for leading all fundraising efforts (except for those of the Promotional Sales Committee) to support the financial goals of the USWCA, and for working with the Treasurer and Comptroller on the development and oversight of long-term plans to improve the financial health of the USWCA.
- (b) The Committee consists of at least seven members: Chair, Treasurer, Comptroller and one member from each of the four regions.
- (c) A non-Chair member of the Committee serves on the USWCA Gifts and Grants Committee.
- (d) The Chair is responsible for executing the activities outlined in the Financial Stewardship Committee Chair job description.
- (e) The Chair serves on the Finance Committee.
- (f) The Chair reports to the Treasurer.

## Promotional Sales

- (a) The Promotional Sales Committee raises funds by selling curling-themed merchandise to promote the USWCA.
- (b) The Committee consists of at least eight members: Chair, Treasurer, Comptroller, a member of the Communications Committee, and a member from each of the four regions.
- (c) A non-Chair member of this Committee serves on the USWCA Gifts and Grants Committee.
- (d) The Chair is responsible for executing the activities outlined in the Promotional Sales Committee job description.
- (e) The Chair reports to the Treasurer.

## Gifts & Grants

- (a) The Gifts and Grants Committee develops, improves, promotes, and sustains women and junior curling through financial assistance.
- (b) The Committee consists of at least nine members: Chair, non-Chair representatives from the Junior Bonspiel Committee, Promotional Sales Committee and Financial Stewardship Committee, as well as one member from each of the four regions and at least one member from an arena club.
- (c) The Committee is responsible for managing and implementing Gifts and Grants guidelines and procedures.
- (d) The Chair is responsible for executing the activities outlined in the Gifts & Grants Committee job description.
- (e) The Chair reports to the Treasurer.

## **USWCA All-American**

- (a) The USWCA All-American Committee is responsible for maintenance and implementation of the USWCA All-American event guidelines.
- (b) The Committee consists of at least six members: Chair, one member from each of the four regions, and one member from an arena club.
- (c) The Chair is responsible for executing the activities outlined in the USWCA All-American Committee Chair job description.
- (d) The Chair reports to the 2nd Vice-President.

## **USWCA Circuit**

- (a) The USWCA Circuit Committee is responsible for maintenance and implementation of the USWCA Circuit Committee procedure manual and Circuit rules and regulations.
- (b) The Committee consists of at least eight members: Chair, Assistant Chair, Publicity Coordinator, Comptroller, and one coordinator from each of the four regions.
- (c) The Chair is responsible for executing the activities outlined in the USWCA Circuit Committee Chair job description.
- (d) The Chair reports to the 2nd Vice President.

## **USWCA Five & Under Bonspiel Procedure**

- (a) The USWCA Five Year and Under Bonspiel Procedure Committee is responsible for maintenance and implementation of the USWCA Five Year and Under Bonspiel procedure manual and Bonspiel rules and regulations.
- (b) The Committee consists of at least five members: Chair and at least one member from each of the four regions.
- (c) The Chair is responsible for executing the activities outlined in the USWCA Five Year and Under Bonspiel Committee Chair job description.
- (d) The Chair reports to the 2nd Vice-President.

## **USWCA Senior Women's Bonspiel Procedure**

- (a) The USWCA Senior Women's Bonspiel Procedure Committee is responsible for maintenance and implementation of the USWCA Senior Women's Bonspiel procedure manual and Bonspiel rules and regulations.
- (b) The Committee consists of at least five members: Chair, the USWCA Senior Women's Bonspiel On-Site Chair, and one member from each the three regions other than the Committee Chair's region.
- (c) The Chair is responsible for executing the activities outlined in the USWCA Senior Women's Bonspiel Procedure Committee Chair job description.
- (d) The Chair reports to the 2nd Vice-President.



## **USWCA Junior Bonspiel Procedure**

- (a) The USWCA Junior Bonspiel Procedure Committee is responsible for maintenance and implementation of the USWCA Junior Bonspiel procedure manual and Bonspiel rules and regulations.
- (b) The Committee consists of at least four members: Chair and one member from each the three regions other than the Committee Chair's region.
- (c) A non-Chair member of this Committee serves on the USWCA Gifts and Grants Committee.
- (d) The Chair is responsible for executing the activities outlined in the USWCA Junior Bonspiel Procedure Committee Chair job description.
- (e) The Chair reports to the 2nd Vice-President.

## **USWCA National Women's Bonspiel Procedure**

- (a) The USWCA National Women's Bonspiel Procedure Committee is responsible for maintenance and implementation of the USWCA National Women's Bonspiel procedure manual and Bonspiel rules and regulations.
- (b) The Committee consists of at least six members: Chair, USWCA National Women's Bonspiel On-Site Chair, and one coordinator from each of the four regions.
- (c) The Chair is responsible for executing the activities outlined in the USWCA National Women's Bonspiel Procedure Committee Chair job description.
- (d) The Chair reports to the 2nd Vice-President.

## **USWCA Super Senior Women's Bonspiel Procedure**

- (a) The USWCA Super Senior Women's Bonspiel Procedure Committee is responsible for maintenance and implementation of the USWCA Super Senior Women's Bonspiel procedure manual and Bonspiel rules and regulations.
- (b) The Committee consists of at least six members – a Chair, one member from each of the four regions, and the USWCA Super Senior Women's Bonspiel On-Site Chair.
- (c) The Chair is responsible for executing the activities outlined in the USWCA Super Senior Women's Bonspiel Procedure Committee Chair job description.
- (d) The Chair reports to the 2nd Vice-President.

## **Pins & Trophies**

- (a) The Pins and Trophies Committee is responsible for trophies, pins and awards for all USWCA-sponsored events.
- (b) The Committee consists of at least five members: Chair and one member from each of the four regions.
- (c) The Chair is responsible for executing the activities outlined in the Pins and Trophies Committee Chair job description.
- (d) The Chair reports to the 2nd Vice-President.

# USWCA Friendship Tour

The Senior Women's Friendship Tour between the United States and Canada is held every three years with alternating host countries. There is a Friendship Tour Committee leading either the incoming tour or the outgoing tour:

## **(a) Friendship Tour – Incoming**

- (1) The Friendship Tour Committee – Incoming organizes a tour for 16 senior Canadian women curlers to a region in the United States.
- (2) The Committee consists of at least six members: Chair, two members from the region hosting incoming tour, and at least one member from each of the other three regions. The Chair was a member of the most recent outgoing Friendship Tour Team and at least one member will have been on a previous Incoming Friendship Tour committee.
- (3) The Chair is appointed the year following the outgoing Friendship Tour and her term ends in the year of the incoming Friendship Tour.
- (4) The Chair is responsible for executing the activities outlined in the Friendship Tour Committee – Incoming Chair job description.
- (5) The Chair reports to the 2nd Vice-President.

## **(b) Friendship Tour – Outgoing**

- (1) The Friendship Tour Committee – Outgoing organizes a tour for 16 senior USWCA women curlers to a region in Canada.
- (2) The Committee consists of at least five members: Chair and at least one member from each of the four regions. The Chair was a member in the most recent outgoing Friendship Tour.
- (3) The Chair is appointed the year following the incoming Friendship Tour and her term ends in the year of the outgoing Friendship Tour.
- (4) The Chair is responsible for executing the activities outlined in the Friendship Tour Committee – Outgoing Chair job description.
- (5) The Chair reports to the 2nd Vice-President.

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# USWCA Scot Tour

The Scot Tour between the United States and Scotland is held every five years with alternating host countries. There is a Scot Committee leading either the incoming tour or the outgoing tour:

## **(a) Scot Tour – Incoming**

- (1) The Scot Tour Committee- Incoming organizes a tour in the United States for 20 Scottish women curlers.
- (2) The Committee consists of at least nine members: The Chair and two members from each of the four regions with no two from the same club.
  - (i) The Chair was a member of the most recent outgoing Scot Tour Team.
  - (ii) Four of the members, each from a different region, were members of the most recent outgoing Scot Tour.
  - (iii) Four of the members, each from a different region, have never participated in an outgoing Scot Tour.
- (3) The Chair is appointed the year following the outgoing Scot Tour and her term ends after the Board of Directors Fall Meeting in the year following the incoming Scot Tour.
- (4) The Chair is responsible for executing the activities outlined in the Scot Tour Committee – Incoming Chair job description.
- (5) The Chair reports to the 2nd Vice-President.

## **(b) Scot Tour – Outgoing**

- (1) The Scot Tour Committee – Outgoing organizes a tour to Scotland for 20 USWCA women curlers.
- (2) The Committee consists of at least nine members: Chair and two members from each of the four regions with no two from the same club.
  - (i) The Chair was a member of the most recent outgoing Scot Tour Team.
  - (ii) Four of the members, each from a different region, were members of the most recent outgoing Scot Tour.
  - (iii) Four of the members, each from a different region, have never participated in an outgoing Scot Tour and are not planning to apply for the current tour.
- (3) The Chair is appointed the year following the incoming Scot Tour. Her term begins following the Board of Directors Fall Meeting of that year and ends in the year of the outgoing Scot Tour.
- (4) The Chair is responsible for executing the activities outlined in the Scot Tour Committee – Outgoing Chair job description.
- (5) The Chair reports to the 2nd Vice-President.

# Nonvoting roles

## Parliamentarian

The Parliamentarian is well versed in Robert's Rules of Order and responsible for the implementation of Robert's Rules of Order for the USWCA. Due to the nature of her position, the Parliamentarian holds no voting privileges at any USWCA meetings. She is responsible for executing the activities outlined in the Parliamentarian job description.

## Facilitator

The Facilitator is an appointed person who listens to, reviews and may investigate (as needed) complaints brought forward and works to resolve any conflicts or concerns.