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## East Kootenay Volleyball Club - Board of Directors Position Descriptions (summary)

The Board of Directors (the Board) is responsible for the functions of the East Kootenay Volleyball Club (EKVC) (the Club) and bears ultimate responsibility for the policies and the overall direction of the organization. The Board will support the values and mission of the EKVC to successfully compete in local, regional, provincial and national volleyball events.

POSITION	RESPONSIBILITIES	DUTIES
PRESIDENT	<ul style="list-style-type: none"> <li>▪ Provide leadership to the Board and ensures all decisions and activities of the Board are aligned with the Club's Strategic Plan</li> <li>▪ Coordinate and conduct the day-to-day business and affairs of East Kootenay Volleyball Club within the framework of the Bylaws and Constitution and Club policies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Liaise with stakeholders and negotiate Memorandum(s) of Understanding when required</li> <li>▪ Chair all Board meetings and assist Secretary with content of agenda and review minutes</li> <li>▪ Official spokesperson for the Club</li> <li>▪ Oversee decisions made by the Board</li> <li>▪ Ensure all Committee tasks are completed on time and that the Committees are functioning effectively and appropriately</li> </ul>
IMMEDIATE PAST PRESIDENT	<ul style="list-style-type: none"> <li>▪ Provide past leadership knowledge and information to the Board</li> <li>▪ assist decisions and activities of the Board are aligned with the Club's Strategic Plan during transition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist president with meeting procedures and provide history on relevant Club issues</li> <li>▪ Provide advice on Club programs and the target goals as outlined in the strategic plan</li> </ul>



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<p>VICE PRESIDENT</p>	<ul style="list-style-type: none"> <li>▪ Provide assistance to the President</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry out the duties of the President in their absence</li> <li>▪ Manage human resources within the EKVC outside the Board (coaches, managers)</li> <li>▪ Mediates disputes and/or discipline matters</li> </ul>
<p>TREASURER</p>	<ul style="list-style-type: none"> <li>▪ Develop and implement the Club's financial plan and ensure it is aligned with the strategic plan and mission statement.</li> <li>▪ Ensure the Club is in compliance with all governmental requirements for a not for profit society</li> <li>▪ Provide leadership in the financial direction of the Club through the formulation and oversight of proper accounting processes and procedures</li> <li>▪ Maintain safe custody of all funds, securities, evidence of indebtedness and other valuable documents</li> <li>▪ Oversees activities of Grant Writer position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep appropriate records of all the Club's revenues, assets, liabilities and expenses</li> <li>▪ Disbursing and collecting of funds as needed; processes refunds as needed</li> <li>▪ Prepare the Club's budget, financial statements and reporting financial information to the Board on a regular basis</li> <li>▪ Produce an annual financial report for the AGM</li> <li>▪ Complete and file Annual Reports as required under the BC Society's Act and report under the Canadian Revenue Agency within the required time limits</li> <li>▪ Ensure the Club has sufficient insurance coverage and the Board has Officers Liability insurance in</li> </ul>



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		<p>place</p> <ul style="list-style-type: none"> <li>▪ Produce an annual budget and monitor expenditures</li> <li>▪ Deposit funds and securities in the name and to the credit of the Club in a bank</li> <li>▪ Develop and update policies specific to financial processes</li> </ul>
SECRETARY	<ul style="list-style-type: none"> <li>▪ Main contact from outside sources for the Club</li> <li>▪ Receive and disseminate information effectively and ensure the smooth operation of Club administration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure meeting minutes are recorded and distributed to all Board members in a timely manner</li> <li>▪ Liaise with the President to develop agendas for each meeting</li> <li>▪ Prepare and distribute agenda to all Board members prior to Board meeting</li> <li>▪ Notify all Board members of date, time and location of all meetings in advance</li> <li>▪ Prepare and distribute all general correspondence and notices to the members with up to date information regarding Club activities</li> <li>▪ Respond to any correspondence as appropriate or forward to appropriate person</li> </ul>



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		<ul style="list-style-type: none"> <li>▪ Understand and comply with file/record retention policy</li> <li>▪ Perform such other duties as may from time to time be established by the Board</li> </ul>
REGIONAL COORDINATOR	<ul style="list-style-type: none"> <li>▪ Act as liaison between the Club and regional teams</li> </ul>	<ul style="list-style-type: none"> <li>▪ recognize opportunities that suit the Club and potential expansion into areas within the East Kootenays.</li> <li>▪ identify volunteers in the community and how they can help promote volleyball, coach and/or manager team(s).</li> <li>▪ liaison with Executive Director/Technical Director to ensure coaching and managing volunteers have clear roles and expectations set out to guide their efforts</li> <li>▪ help organize annual volunteer appreciation events.</li> </ul>
POLICY/RISK/DIVERSIFICATION COORDINATOR	<ul style="list-style-type: none"> <li>▪ Understand Volleyball Alberta policies and how they relate to the Club</li> <li>▪ Mitigate risks to the Club by ensuring existing policies are up to date and creating new policy when required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create and update Board organizational chart when required</li> <li>▪ Review and propose Bylaws and Constitution</li> <li>▪ Create and update Board of</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ identify a level of diversity to the organization to provide a deeper understanding of human rights, gender equality, and multiculturalism as it relates to the Club</li> </ul>	<p>Directors position descriptions</p> <ul style="list-style-type: none"> <li>▪ Create and update Board of Directors orientation manual</li> <li>▪ Review all policies on regular basis</li> <li>▪ Create and update general Club policies and procedures as required</li> <li>▪ Identify gaps in existing policy and develop plan for policy development</li> </ul>
<p>COMMUNICATIONS COORDINATOR</p>	<ul style="list-style-type: none"> <li>▪ Responsible for internal and external communication in order to promote the Club</li> <li>▪ Liaison between the Board and Team Managers</li> <li>▪ Manages decisions and actions of Communications Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manage and update social media accounts</li> <li>▪ Manage and update website with upcoming events, meetings and deadlines and other related information</li> <li>▪ Create and distribute media releases of Club successes and activities throughout the year</li> <li>▪ Creates information flyers, brochures, pamphlets for recruiting athletes</li> <li>▪ Liaison between Board and Team managers</li> <li>▪ Ensures each Team has a Team Manager</li> <li>▪ Review and update Team Manager's manual with</li> </ul>



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		<ul style="list-style-type: none"> <li>consultation from all stakeholders</li> <li>▪ Create bios for Club alumni to celebrate successes on website</li> <li>▪ Organize and coordinate with local media to promote the Club profile in the community</li> </ul>
ATHLETE PROGRAM DEVELOPMENT COORDINATOR	<ul style="list-style-type: none"> <li>▪ Responsible for organizing skills camps</li> <li>▪ Assisting with Indoor and Outdoor program planning</li> <li>▪ Plan, organize and oversee local tournaments Cranbrook Cup and Kootenay Cup</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organize Atomic/Smashball volleyball programs for youth development</li> <li>▪ Plan annual calendar of activities both indoor and outdoor</li> <li>▪ Coordinate volunteer committee to implement programming</li> <li>▪ Distribute information on timelines and registration for local tournaments</li> <li>▪ Register teams in tournaments</li> <li>▪ Organize league play</li> </ul>
FUNDRAISING/SPONSORSHIP COORDINATOR	<ul style="list-style-type: none"> <li>▪ Build relationships with businesses and organizations in the community to obtain cash or in-kind donations to supplement Club finances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work with the Communications Coordinator to promote the Club through social media and the website</li> <li>▪ Increase profile of Club within the community</li> <li>▪ Develop strategy to approach businesses to provide sponsorship opportunities</li> </ul>



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VOLUNTEER COORDINATOR	<ul style="list-style-type: none"> <li>▪ responsible for staying up-to-date on projects, events, fundraisers, and opportunities to identify volunteers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and connect with volunteers in the community and how they can help.</li> <li>▪ Recognize opportunities that suit certain personality and interests to utilize volunteer sign up</li> <li>▪ Volunteer coordinator will ensure volunteers have clear roles and expectations set out to guide their efforts</li> <li>▪ help organize annual volunteer appreciation events.</li> </ul>
EQUIPMENT & UNIFORM COORDINATOR	<ul style="list-style-type: none"> <li>▪ inventory and organize equipment and uniforms</li> </ul>	<ul style="list-style-type: none"> <li>▪ distribute equipment and uniforms to teams</li> <li>▪ collect equipment and uniforms from teams</li> <li>▪ inventory and identify replacements as needed</li> <li>▪ assist with new equipment acquisition as needed</li> </ul>
EXECUTIVE/TECHNICAL DIRECTOR	<ul style="list-style-type: none"> <li>▪ Responsible for obtaining, training and supervising all coaches in the Club</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enhance player and coach development throughout all age groups of the Club</li> <li>▪ Recruits and signs coaches</li> <li>▪ Arrange an/or provide clinics and training programs where needed and disseminate information when</li> </ul>



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		<p>appropriate to assist coaches</p> <ul style="list-style-type: none"> <li>▪ Organize referee clinics</li> <li>▪ Recruit and provide guidance for younger coaches to continue to grow as a coach for the Club</li> <li>▪ Liaison between coaches and Board</li> <li>▪ Assist with organization of Atomic volleyball programs for youth development</li> </ul>
OPERATIONS COORDINATOR	<ul style="list-style-type: none"> <li>▪ Responsible for coordinating the logistics of teams for practice facilities and competing in tournaments</li> <li>▪ Assist in oversight and management of Club</li> </ul>	<ul style="list-style-type: none"> <li>▪ Register teams in tournaments and pay associated fees prior to deadlines</li> <li>▪ Organize tryouts</li> <li>▪ Assist Technical Director organize referee clinics</li> <li>▪ Oversee scholarship applications and process</li> <li>▪ Organize gym facilities and rentals for the Club</li> <li>▪ Book Board meeting facility</li> <li>▪ Distributes information to Club members regarding registration and tryouts</li> <li>▪ Liaises with Treasurer to process athlete registrations</li> <li>▪ Distribute and collect Coaches Assessments provided by Athletes</li> </ul>





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GRANT WRITER	<ul style="list-style-type: none"> <li>▪ Responsible for applying for grants to enhance Club finances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete and submit applicable grant applications</li> <li>▪ Liaise with Treasurer for information to include in grant applications</li> <li>▪ Inform the Board on status of all applications, successful or otherwise on regular basis</li> </ul>
COACHES	<ul style="list-style-type: none"> <li>▪ Responsible for coaching of individual teams</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow guidelines set out in the Coaches manual</li> <li>▪ Attend all coaches meetings</li> <li>▪ Maintain appropriate certification and participate in development courses</li> <li>▪ Abide by Coaches code of conduct</li> </ul>
TEAM MANAGERS	<ul style="list-style-type: none"> <li>▪ Liaison between coaches and parents</li> <li>▪ Organizes logistics and finances for individual teams</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow guidelines set out in the Team Managers manual</li> <li>▪ Communicate regularly with parents</li> <li>▪ Liaison between parents and coach</li> <li>▪ Determine logistics and collect additional fees for each tournament from each parent</li> <li>▪ Attend team manager's meetings to share knowledge</li> </ul>