



JOB DESCRIPTION

Position: Regional Vice-President

Method of Selection: Elected at a general election of the membership at Regional Annual General Meeting.

Term of Office: Two years

Job Description:

The Regional Vice-President assists the President in overseeing the overall operation of all aspects of volleyball administration and regional program delivery within the assigned geographic region.

The Vice-President acts as an advisor and executive liaison to committees as assigned by the President and serves as the back-up, should the President be unable to attend the required meetings or fulfill other associated obligations of the presidency.

Duties:

1. Work closely with the President, Secretary and Treasurer to ensure the needs of the Region are being met.
2. Attends Regional Executive and Management Committee Meetings, as required
3. Attend the Regional Annual General Meeting (AGM)
4. Assist in establishing priorities and goals for delivery and enhancement of programs in the Region that are consistent with the strategic direction of the OVA.
5. Assist in the creation and maintenance of communication networks within the Region to facilitate the dissemination and gathering of information.
6. Assist the President in communicating regularly with the membership, as required (e.g., after meetings)
7. Serve as a back-up to ensure appropriate representation at all OVA meetings and standing committee meetings, as required.
8. Assist the President in implementing the steps necessary to ensure that the OVA Risk Management guidelines are known and adhered to, for programs within the region.
9. Authorize payment of Regional expenses (with additional approval required from Regional President or Treasurer).
10. Performs other responsibilities assigned by the Regional Executive.
11. Act as an ambassador for the Ontario Volleyball Association within the Region.