

EXECUTIVE JOB DESCRIPTIONS

VOTING MEMBERS

President

- Is responsible for overseeing all day-to-day activities of the club
- The President will work in conjunction with the voting members of the executive for putting together a committee for tryouts, registrations, camps, banquet and any other events as required
- The President will oversee all areas of coaching applications and assignments in conjunction with the Coaching Committee.
- The President will collect all applications for executive roles and review with voting members to complete the selection process
- Is responsible for working with the VP to register all members (executive, Coaches, and athletes) in the Member Registration System (MRS) each season
- Is responsible for working with the VP to register all teams for all age groups in OVA tournaments and Provincial Championships prior to the deadline each season
- Is responsible for working with the VP to roster all athletes and coaches in TeamSnap each season
- The President will be the main point of contact for the Coaching Director regarding any conflict resolution issues that must be escalated or require assistance.
- The President will be responsible for requesting all executive meetings to which will be scheduled by secretary.
- The President is ex-officio on all committees.

Vice President

- Shall be responsible to work in conjunction with the President on all duties as required
- The VP will be responsible for overseeing and preparing all documentation and lists for tryouts, registrations and banquet as needed
- The VP will work with the President to complete all member registrations in MRS, and TeamSnap each season (as outlined above)
- Is responsible to attend all tryouts and registrations
- The VP will lead the banquet committee each season
- The VP is also ex-officio on all committees
- The VP shall perform duties additional as required by the President.
- The VP will act in place of the President when not available on all duties as required

Treasurer

- The Treasurer is responsible for overseeing all club financials including maintaining monthly logs and account balances
- The Treasurer will be responsible for collecting all funds from athletes, teams fees (additional tournaments OVA & US), tryouts, banquet and any other club events
- Will be responsible for maintaining the club credit card and all bank accounts
- Will be responsible to ensure that all club expenses including permit, honorariums, and any other fees pertaining to the club are paid and in good standing
- The Treasurer will work in conjunction with the President and Vice President to discuss, review and determine any payment plan options provided to members, sponsorships given to athletes, and any other club associated spending.
- The Treasurer will attend all executive meetings
- The Treasurer will be responsible for maintaining memberships with USAV and AAU along with completing registrations for club memberships. They will further oversee and be responsible for all team registrations in these events.
- They shall perform additional duties as assigned by the executive

Secretary

- The Secretary is responsible to schedule and attend all executive meetings and will be responsible for preparing meeting agendas, and transcribing meeting minutes
- Meeting minutes are to be prepared and sent out to attendees within one week of the meeting. Any pertinent information will be shared with IT director to be posted on website as required
- Shall be responsible for maintaining the club email account and responding to messages within 48 hours. Further they will ensure any emails that need to be forwarded to the appropriate party are done so within 48 hours
- Is responsible for preparing and sending all club documentation and communication to the membership as directed by the President
- They will be responsible to maintain the club Zoom account. Further will be responsible for sending meeting invites to members as required for all meetings
- They shall also perform any further duties as required by the executive

Director of Uniforms

- The Director of Uniforms shall be responsible for the ordering and distribution of uniforms to both athletes, coaches and executive members
- They shall implement and lead any "Swag" initiatives for the club and oversee the club online store
- They will be responsible to communicate with coaches and teams to ensure that all uniform orders are placed in a timely manner
- The Director of uniforms will work with vendors to ensure that the club is getting the best possible prices while providing quality uniforms to our teams
- They shall work directly with the voting executive for approval of all uniform related items
- They shall coordinate with the Treasurer for all pricing and payments
- They shall perform any additional duties as required by the executive

NON VOTING MEMBERS

Athletic Director

- They will work with the Coaching Director and assist as required
- They will be responsible for running and managing all Club Camps and Clinics (including administration)
- They will work with Director of Facilities to coordinate dates and permits for all camps and clinics
- The Athletic Director will be responsible to host the following clinics each season. These will be held in Nov-Dec and Feb-Mar

	BOYS	GIRLS
12-13u	2	2
14-15u	2	2
16-18u	3	3

16-18u clinics will be position or area specific

- They will be responsible to attend all tryouts and assist coaches as required
- The Athletic Director can utilize outside sources to assist with clinics (Person who specializes in specific areas of the game, College Coaches etc)
- They will be responsible for coordinating with other coaches and helpers to run camps and clinics

Coaching Director

- The Coaching Director will be the main point of contact for all coaches
- They will be responsible for overseeing all coaches and related staff
- They will be responsible for observing coaches and teams during practices and tournaments (when able) to determine if assistance is required with such things as practice plans, additional training and running practices as requested.
- The Coaching Director does not need to attend all teams practices however those that request assistance and new coaches are top priority.
- The Coaching Director will create a coaching committee each season with 2 girls coaches and 2 boys coaches for each of the following age groups. 12-15u and 16-18u. The committee will consist of a total of no less than 4 coaches plus the director.
 - The coaching committee will be responsible to collaborate on needs and feedback of teams requirements for assistance throughout the season

- The Coaching Director will be required to host coaching clinics in Aug, Nov and Feb each season. Coaching clinics will provide coaches with review and explanation of all OVA & Club coaching rules, regulations and manuals.
- They will assist with the onboarding of all new coaches including assisting with practice planning, helping to complete all OVA coaching requirements and training
- They will be the first point of contact with teams for all athlete and parent conflict resolution as required prior to escalating the President

Director of Equipment

- Will be responsible for ordering, distributing and collecting all club equipment to the coaches upon executive approval
- They will maintain club and team inventory log of all club equipment (Carts, Balls, Nets, Antenna etc)
- The Director of Equipment will be responsible to secure quotes each year with suppliers to ensure a fair and equitable price is being given to our club
- They will be responsible to attend tryouts each season and assist as required
- They will be responsible to assist with other duties as required by the executive

Director of Facilities

- Will be responsible for securing appropriate practice and playing facilities for all teams and our members each season
- They will liaise with local boards of education and community governments to acquire such facilities
- They will be in constant communication with boards and coaches regarding any cancellations of permits or conflicts
- The Director of Facilities is responsible to assist in planning of all club social activities including meeting facilities, year end banquet, tryouts etc
- They will work directly with the Director of Hosting to obtain facilities for hosting OVA tournaments with the club throughout the season
- They will be responsible for putting in all team practice schedules and updating as required throughout the year
- They will work directly with coaches to ensure that all practices spaces fit needs of each age the best way possible within limitations of permits
- They will be responsible to perform other duties as required by the executive

Director of Hosting

- The Director of Hosting will work with the Director of Facilities to secure gym space for all tournaments.
- They shall work in conjunction with the host team to ensure the tournament is run smoothly.
- They will ensure follow up of payment to be made by the club from the OVA. They will submit all paperwork to the OVA prior to the deadline
- They shall be in charge of the club hosting kit and make sure the kit is delivered to the host team and received back once the tournament is complete.

- They will be responsible for printing copies of the schedule and place in the hosting kit
- They shall perform any additional duties as required by the executive

Director of Fundraising

- They shall be responsible for searching out and securing funds and or sponsorships for the club. Such items are for the club and are not for individual teams.
- They shall lead and run the Annual Golf Tournament and assign a sub-committee to assist
- They will work directly with the executive committee to determine and get approval on any fundraising events
- They shall be responsible to perform other duties as required by the executive

Director of Social Media

- They will be responsible to maintain the clubs social media sites such as Facebook, Instagram and Tiktok
- They will post on club social media accounts things such as but not limited to tryouts, event and team successes, team activities, golf tournament, other media related items as deemed necessary by the executive to promote our club
- They will work directly with team managers and will have access to all team social media accounts should the need arise

Director of IT

- The Director of IT is solely responsible for the club website and all associated platforms through wordpress as well as updating and maintaining addition of any information deemed necessary by the executive
 - Updating All main pages on the website with current year information as soon as available (Teams, Executive members, Coaches) in detail
 - Post any events for the club as needed with links to registrations as required
- They will be responsible to maintain the clubs TeamSnap account and attend or obtain any information through TeamSnap directly as required for updates or system changes.
- They will be responsible for retiring the clubs teams each season and creating a new season. This should take place May 31 each year falling in line with OVA and season completion.
- They will be the main point of contact with coaches to answer any questions regarding athlete registrations or issues
- The Director of IT will be responsible to set up and maintain the club HUDL account and assist coaches and teams with their members
- They will be responsible to set up and administer an Executive main file storage system
- They will be responsible for all back end maintenance of our website and teamsnap
- They will be responsible to perform any additional duties as required by the executive

Director of Skills and Drills

- The Director of Skills and Drills is responsible for planning, securing coaches, liaising with the City of Barrie and promoting the Barrie Elites Volleyball Club to our users.
- They will be responsible for running the skills and drills program every week throughout the indoor season for court sessions as well as for 8 weeks over the summer for their summer beach program
- They will be responsible for obtaining helpers to run the program (it is encouraged to ask existing athletes from within the club)