

## SW VOLLEYBALL ASSOCIATION

### JOB DESCRIPTIONS (For final? approval on 30/9/89)

Following the AGM and the helpful comments provided by Deryck Williams in his paper to the AGM we now have a set of job descriptions which I have amended only slightly in the light of the EVA agreed job descriptions - their drafts appeared to be closely based on ours.

#### 1. CHAIRMAN

- a) Takes responsibility for the general direction of the association and establishes policy.
- b) Chairs meetings of the SW Executive Committee and General Meetings and upholds the constitution.
- c) Liaison with county and area associations.
- d) Liaison with EVA.
- e) Liaison with Secretary to prepare agendas.
- f) Liaison with other senior officers and monitors progress in the Association.
- g) Represents the association as necessary - eg at SW Governing Bodies Conference.
- h) Prepare articles for SW newsletter.

#### 2. VICE CHAIRMAN

- a) Attends SW Executive meetings.
- b) Chairs meetings in the absence of the Chairman.
- c) Represents the association as necessary.
- d) Liaison with Chairman and other Senior Officers.

#### 3. SECRETARY

- a) Acts as main point of liaison with EVA.
- b) Regular communication and liaison with county and local associations.
- c) Administers Executive and General meetings:
  - notification of meetings
  - preparation of agendas
  - preparation and distribution of minutes
  - collation and preparation of Annual Report
- d) To receive details of affiliations from National Office, to keep records of affiliations and pass relevant details to county and local secretaries.
- e) To seek materials for SW Newsletter, to edit and arrange for printing and distribution.
- f) To provide member clubs, coaches and referees with regular and relevant information.
- g) To prepare and distribute the SW Handbook.
- h) Liaison with SW Sports Council.
- i) Distribution of press releases.
- j) Respond to general enquiries from the public.
- k) Act as spokesperson for SWVA.
- l) Encourage affiliation to the EVA.

#### 4. TREASURER

- a) To collect and bank moneys accruing to the Association.
- b) To pay bills and expenses as requested by officers in accordance with the policies laid down by SW Executive.
- c) To monitor financial affairs.
- d) To recommend budgets to SW Executive Committee and AGM
- e) To prepare and report accounts to SW Executive and AGM
- f) To attend SW Executive meetings.

- f) To investigate possible sources of income and participate in sponsorship negotiations.

#### 5. REGIONAL REPRESENTATIVES REP.

- a) To attend EVA Regional Representatives meeting and NEC on behalf of SWVA.
- b) To attend SW Executive and General Meetings.
- c) To report matters of interest to SW Executive.
- d) To prepare article for SW newsletter
- e) To gather points of view of member clubs and SW Executive on matters relating to EVA.

#### 6. COACHING SECRETARY

- a) Ensure that beginners courses and coach award courses take place in the region, in conjunction with county and local associations.
- b) Act as award course organiser as necessary.
- c) Promotion and provision of coaches seminars.
- d) To promote player improvement (development centre) courses.
- e) Nominating regional squad coaches as appropriate.
- f) Nominating Staff Coaches.
- g) Encourage coaches to seek upgrading.
- h) Liaison with EVA Technical Coordinator and EVA Technical Commission.
- i) Compile annual calendar of coaching courses.
- j) Provide technical articles for the SW Newsletter.
- k) Maintain a record of qualified and active coaches in the region.
- l) Attend SW Executive meetings.
- m) Establish a regional Coaches Association and Seminar.

#### 7. JUNIOR DEVELOPMENT OFFICER

- a) Report to SW Executive on matters concerning Junior Development.
- b) Attend SW Executive meetings.
- c) Liaise with EVA Junior Development Officer and EVA Schools and Junior Development Commission.
- d) Liaison with county and local associations concerning Junior Development.
- e) To encourage county and local associations to allocate resources to Junior volleyball.
- f) To encourage affiliations.
- g) To promote mini volleyball.
- h) To organise SW age group competitions.
- i) Liaison with PE Advisers, Education and Youth Officers and Colleges.
- j) To work with the Coaching Secretary to provide courses for teachers and youth workers.
- k) Communication with schools and junior clubs.
- l) To investigate and advise on sources of finance for junior volleyball.
- m) To provide articles for the SW Newsletter.
- n) Ensure that the regional junior squads have a well organised programme.

#### 8. JUNIOR SQUADS LIAISON OFFICER

- a) To nominate (with the Coaching Secretary) possible coaches and managers for the squad.
- b) To liaise with squad coaches and managers.
- c) To draw up annual plan for the regional squads.
- d) To attend and report to SW Executive meetings.
- e) To liaise with SW Junior Development Officer and with county and local secretaries/junior development officers

- f) To make arrangements for the appearance of the squads at the National Junior Championships.
- g) To ensure that squad members are fully informed of details of squad programmes.
- h) To be responsible for the care of the squads' equipment eg balls and kit.
- i) To prepare publicity for training/selection.
- j) To provide articles for the SW Newsletter.

9. COMPETITIONS SECRETARY

- a) To attend and report to SW Executive meetings.
- b) To produce entry booklets for SW competitions.
- c) To prepare rules for SW competitions for approval of SW Executive.
- d) To draw up competition entry forms.
- e) To draw up fixture lists and tournament schedules.
- f) To draw up and publish league tables.
- g) To discipline teams that break competition rules.
- h) To liaise with county and local (competitions) secretaries.
- i) To provide articles for the SW newsletter.

10. REFEREES SECRETARY

- a) To attend and report to SW Executive meetings
- b) To ensure that introductory and award courses take place in conjunction with county and local secretaries.
- c) Act as award course organiser as necessary and ensure efficient administration of paperwork and finance.
- d) Promotion and provision of referees seminars.
- e) To maintain a record of qualified and active referees in the region and provide details to clubs as required.
- f) Liaise with the EVA Technical Coordinator and Referees Commission.
- g) Liaise with county and local (referees) secretaries.
- h) To encourage referees to apply for upgrading and provide opportunities for such courses.
- i) To nominate potential Staff Officials.
- j) To recommend referees for appointment to national league matches.
- k) To appoint referees for SW competitions
- l) To nominate linespersons, scorers and ballpersons for major events.
- m) To provide articles for the SW Newsletter.

11. PUBLICITY OFFICER

- a) To attend SW Executive meetings
- b) To liaise with county and local publicity officers.
- c) To establish and maintain contact with press and media.
- d) To establish regular mailings and news sheets for distribution to the media.
- e) To liaise with the EVA concerning regional and national events and promotional possibilities.
- f) To prepare articles for the SW Newsletter.

12. PROMOTIONS AND MARKETING OFFICER

- a) To attend SW Executive meetings
- b) To liaise with EVA Office to coordinate promotion and marketing.
- c) To liaise with county and area officers.
- d) To investigate possible sources of sponsorship and to recommend sponsorship packages to SW Executive.
- e) Liaise with Publicity Officer
- f) To take part in the planning team for promotional events.

g) To develop a Promotion and Marketing strategy for SWVA.

The EVA job descriptions also include some posts that we do not currently have eg. Special Needs Coordinator, Handbook editor, Newsletter Editor, Tournament Officer, Affiliations and Registrations Secretary.

Bearing in mind these and the points made by Deryck Williams in his paper to our AGM should we look to the appointment of these people?

Please also look at the paper submitted to this meeting for Area Secretaries by Deryck Williams.

Ron Richards

26/9/89