Local Associations will need to agree which of these roles are relevant to the size, structure, and maturity of the association. Roles may be combined as required.

The descriptions have been written to provide a comprehensive list of duties. Volunteers should not be discouraged by the extent of the tasks - it will be for each association to agree what is required and what they might expect of their volunteers - trying at all times to achieve a reasonable balance.

**CHAIRMAN**

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Good knowledge of volleyball in the area.
* Good leadership skills
* The ability to motivate others
* Good communication skills
* Ability to chair a meeting effectively

Main Duties

* To attend and chair Area Executive Committee meetings and the Annual General

Meeting. Within those meetings to ensure orderly conduct; fair and appropriate opportunity

for all to contribute; suitable time allocation per item; determining order of agenda; directing

discussion towards consensus; clarifying and summing up actions and policies.

* To provide strategic direction for the Association (working with other Officers)
* To represent the Area Association at relevant meetings (e.g. SWVA Regional meetings) or to delegate this to another member
* Make decisions whenever the need arises, in consultation with other officers when appropriate.
* Agree meeting agendas and approve minutes with the Secretary.
* Present an annual report at the AGM.

**Commitment**

Chair approximately two committee meetings per year, and the AGM. To have an ongoing responsibility to lead on Association affairs and communicate with fellow officers and members (approximately a couple of hours a week).

**VICE CHAIRMAN (if required)**

Responsible To:

The Area Association Executive Committee (in particular the Chairman) and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Main Duties

* To deputise for the Chairman in the duties listed above, as required
* To fulfil whatever other tasks as may be assigned to her/him from time to time.

# SECRETARY

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Good knowledge of volleyball in the area.
* Good administrative skills (including basic IT skills)
* Good communication skills
* Good time management skills

Main Duties

* To attend Area Executive Committee meetings and the Annual General

Meeting.

* To arrange association meetings including:
* Booking venues
* To inform member clubs and officers about meetings and distribute relevant paperwork
* To draw up meeting agendas (with the Chairman)
* To record and distribute minutes / notes of meetings
* Request, collate and distribute officers’ reports for the Annual Report (as required)
* Carry out other administrative functions as required.

**Commitment**

Attend approximately 2 committee meetings per year, attend the AGM and have ongoing responsibility for the association's communications (approximately a couple of hours a week)

# TREASURER

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Knowledge and use of accounting practices / spreadsheets / accounts packages
* Good numerical skills

Main Duties

* To attend Area Executive Committee meetings and the Annual General

Meeting.

* To open, administer and monitor an association bank account, with a recognised UK banking institution
* To produce an annual budget and monitor expenditure
* Be responsible for payment of any monies to and from the Association; providing receipts and keeping an up-to-date record of transactions.
* To produce an end of year financial report for the AGM
* To report to the committee on the financial position of the Association

**Commitment**

Attend approximately 2 committee meetings per year, attend the AGM and have ongoing responsibility for the associations’ accounts (approximately a couple of hours a week)

# COMPETITIONS SECRETARY

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Good knowledge of volleyball competition structures.
* Good administrative skills
* Good communication skills
* Good time management skills

Main Duties

* To attend and Area Executive Committee meetings and the Annual General Meeting
* To stimulate volleyball competition throughout the area.
* To organise, with the assistance of others, the competitions of the association - in particular:
* Advertise and administer league entry processes.
* To coordinate fixtures for the league
* Registering players, and dealing with transfer (if required)
* Receiving score sheets, collating and posting the results on the website.
* Establishing, interpreting and policing the rules, applying penalties and fines, and dealing with disputes.
* Helping teams with fixture difficulties by applying the competition guidelines.
* Interpreting rules, influencing how the competition and its rules develop in the future.
* To liaise with the Regional Competitions Secretary to ensure that there is a transition route from local to regional competitions.
* To innovate competitions on a trial basis so that, if successful, they can be included in future association programmes.

**Commitment**

Attend approximately two meetings per year, attend the Association AGM and have an ongoing responsibility to deal with correspondence relating to the league (approximately a couple of hours a week)

# COACHING SECRETARY

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Good knowledge of coaching structures.
* Good administrative skills
* Good communication skills
* Coaching ability is not required for this post as the role is mainly administrative - however this would be a bonus for the person / association

Main Duties

* To attend Area Executive Committee meetings and the Annual General Meeting
* To identify the coaching needs within the area
* To stimulate coaching activity, leading to improved coaching of teams and players
* To organise, with the assistance of others, coaching seminars and award courses
* To liaise with the Regional Coaching Secretary so that the region is aware of local coaching developments and requirements (and vice versa)
* To keep a record of coaches and encourage them to register and improve.

**Commitment**

Attend approximately two meetings per year, attend the Association AGM and have an ongoing responsibility to deal with communications relating to coaching (approximately a couple of hours a week)

# OFFICIALS SECRETARY

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Good knowledge of referees / official’s structures.
* Good administrative skills
* Good communication skills
* Refereeing ability is not required for this post as the role is mainly administrative - however this would be a bonus for the person / association

Main Duties

* To attend Area Executive Committee meetings and the Annual General Meeting
* To identify the refereeing / officials needs within the area
* To stimulate refereeing / officials’ activity, leading to improved standards of refereeing
* To organise, with the assistance of others, referees / officials’ seminars and award courses
* To liaise with the Regional Referees Secretary so that the region is aware of local refereeing / officials’ developments and requirements (and vice versa)
* To keep a record of referees and other officials and encourage them to register and improve.

**Commitment**

Attend approximately two meetings per year, attend the Association AGM and have an ongoing responsibility to deal with communications relating to referees and officials (approximately a couple of hours a week)

# JUNIOR DEVELOPMENT OFFICER

Responsible To:

The Area Association Executive Committee and to members of the Association (volleyball clubs in the area who are affiliated to Volleyball England)

Skills/Qualities Required:

* Good knowledge of volleyball
* Good knowledge of school / junior sport structures and organisations supporting them.
* Good administrative skills
* Good communication skills

Main Duties

* To attend Area Executive Committee meetings and the Annual General Meeting
* To identify the school / junior needs within the area
* To stimulate interest in junior volleyball and to encourage senior clubs to establish junior sections / links with schools etc.
* To organise, with the assistance of others, activities in the area that will help to bring junior players into the sport
* To organise, with the assistance of others, competition activities for juniors in the area
* To liaise with the Regional Junior Development Officer so that the region is aware of local junior development activities / competition and requirements (and vice versa)

**Commitment**

Attend approximately two meetings per year, attend the Association AGM and have an ongoing responsibility to deal with communications relating to junior development (approximately a couple of hours a week)

APPENDIX

The following is adapted from guidance about club governance that can be found on the Volleyball England website.

**Governance**

* The association should have a chairperson, charged with managing the affairs of the association.
* The association should have an open and non-discriminatory constitution which has been agreed at an AGM and signed.
* The association should have a clear Mission Statement.
* The association should hold an Annual General Meeting (AGM) to re-elect committee members and make any constitutional changes.
* Ideally the Association Chairperson and Association Secretary should also arrange regular committee meetings for officers and members to discuss association affairs.

**Administration & Communication**

* The association should have an Association Secretary who takes charge of association administration, acting as the main point of contact for the association.
* The association and member clubs should be affiliated to Volleyball England. Affiliation provides Public Liability Insurance for all association activities.
* The association should communicate regularly with members. This could be via email, the association website or social networking sites for example.
* The association should publicise important information for members. For example, you could have an association handbook / website covering competition schedules / rules / membership fees / codes of conduct etc.

**Finances**

* The association should have an Association Treasurer who is independent from the Association Chair and Association Secretary.
* The association should have an association bank account with at least 2 signatories.
* The Association Treasurer should manage the association finances effectively including budget planning, paying invoices and coordinating the collection of membership fees. This includes making a report on association finances at the AGM each year.
* The association should have a membership and pricing policy for all members including separate categories for young people if applicable.
* Ideally the association should be actively seeking funding opportunities to develop association activities and offer value for money for members.

Ron Richards

October 4th, 2012