

Board of Director Position Description

President – Two year term

The President may preside at all General and Board meetings, appoint committee chairs subject to Board approval, assist in coordinating the duties of the Board, act as spokesperson for the Club, and exercise authority only as directed by the Board. This role represents the club publicly, fosters alignment between the Board and membership, and helps guide the club toward its mission.

Vice President – Two year term

The Vice President supports the President in leading the Board of Directors and ensuring effective governance of the club. This role provides continuity of leadership by stepping in when the President is unavailable and often oversees specific committees, projects, or areas of club operations as delegated. The Vice President acts as a key partner to the President, helping maintain alignment between the Board and membership.

Treasurer – Two year term

The Treasurer is responsible for ensuring accurate financial records are maintained for the club. This includes overseeing budgeting, bookkeeping, reporting, and compliance with regulatory requirements. The Treasurer ensures transparent and accurate financial practices, supports Board decision-making with financial information, and presents an annual financial report at the Annual General Meeting.

Secretary – Two year term

The Secretary is responsible for contributing to the smooth operation of the Board's administrative and communication functions. This includes keeping accurate meeting minutes, maintaining official documents, ensuring compliance with legal requirements in conjunction with the president. The Secretary supports transparency, accountability, and organizational continuity for the club. In the absence of both the President and Vice-President, preside until a new chair is elected or appointed.

Parent Liaison – Two year term

The Parent Director serves as the primary liaison between the Board of Directors and the parent membership. This role ensures that parent perspectives are heard, communicated effectively, and considered in decision-making. They chair the Parent Committee if formed, made up of one parent representative from each team, and work with the Registrar on event planning. Additional duties may be assigned by the Board.

Coach Representative – Two year term

The Coach Representative provides a formal voice for the Club's coaching staff within the Board of Directors. The Coach Representative shall have a strong understanding of volleyball rules, tactics, game play and this role ensures that coaching perspectives are represented in governance discussions. The Coach Representative shall not supervise or manage individual coaches, nor exercise independent authority, but shall act in accordance with and under the direction of the Board of Directors.

Registrar Director – Two year term

The Registrar is responsible for managing all membership and team registrations for the Club. This role ensures that athletes, coaches, persons in authority (PIA) and teams are properly registered with Volleyball BC (VBC) and meet all eligibility requirements for participation in Club activities and events. The Registrar plays a critical role in compliance, accuracy, and the smooth operation of the Club's programs.

Director of fundraising - Two year term

The Director of Fundraising is responsible for coordinating and driving all fundraising activities that support the financial sustainability of the Club. This role leads the development and execution of fundraising strategies, events, and campaigns to ensure the Club has the resources necessary to deliver quality programs. The Director of Fundraising chairs the Fundraising Committee and works closely with the Board and volunteers to maximize community support and engagement.

Director at Large - Two year term (as needed)

The Director at Large serves as a general member of the Board of Directors, contributing to the overall governance, leadership, and strategic direction of the club. This position offers flexibility to assist in areas of need as identified by the Board or Club President. In supporting the overall work of the Board, responsibilities may include assisting with marketing and communications, managing social media, or helping to organize and participate in club events such as the year-end banquet or annual tournament. The role can be tailored to align with the individual's personal strengths, interests, and areas of expertise, allowing the Director at Large to make a meaningful and customized contribution to the club's success.