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# 4. Positions on the Board of Directors

To become a registered Society a Club must have at least 3 Directors (Under the *BC Society Act RSBC 1996*). The Club should identify each position and describe each job description and the nomination process.

Traditionally a Board of Directors is comprised of the following elected/ appointed Members:

* President (Chair Person)
* Vice President(s)
* Treasurer
* Secretary
* Directors

Some volleyball clubs may not be suited to such a structure and should organize their Board to meet their needs, while understanding the necessity to be flexible in their approach for future growth of the club.

In order for the Board to fulfill its duties, each director should learn and execute the individual duties of his or her portfolio and be familiar with the responsibilities of the other directors. The Board’s implementation of its duties will result in efficient club meetings allowing the club to operate smoothly.

Below are further descriptions of each position and in the appendix are templates with the description of each board position including the duties, roles, skills, and commitment needed.

## 4.1 President

The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Board and its sub-committees.

In the eyes of the members, the success of the club is the President’s responsibility. As a Club President, one must be prepared to devote a lot of time to the club. The duty of the President is to stimulate the interest and activity of both the Board and members on all occasions. The President is responsible for creating an image and conducting all the affairs of the club in a judicious manner.

A perceptive President delegates tasks and places trust and confidence in the Board. If possible, there should always be a close liaison between the serving President and the immediate Past President. The successor should be appointed from within the Board as he/she will already have a working knowledge of the Board and the club. A Vice-President can be groomed for such a role.

\*\*\*A Template for the Position of President can be found in the Appendix below. \*\*\*

## 4.2 Treasurer

The role of the Treasurer is to manage all the income and expenditures pertaining to the club. It is advisable that the person filling this role has the adequate financial skills to fulfill this position. Without a well-supervised budget, a club could easily find itself in financial difficulty.

A Treasurer is responsible for maintaining all records, and ensures dues are paid by all members and the funds go toward the proper areas of the budget. They will also supply the board with financial Statements of the club actions at every annual general meeting and as required from the Board.

\*\*\*A template for the Position of Treasurer can be found in the Appendix Below.\*\*\*

## 4.3 Administrator/ Secretary

The Club’s Secretary controls the club’s administrative procedure. He/she is the main link between the Board and the club’s members. Usually the Secretary is the first point of contact an outsider has with the volleyball club. The efficiency of the Secretary’s work will be evident from the success of the club during his/her term of office. Before accepting the position, the Secretary should realize its many responsibilities.

Also note that Clubs may have an additional paid club administrator to help oversee and manage the entire club. Discussion and information on hiring an administrative can be found in the Guide to Hiring Club Personnel.

\*\*\*A Template for the Position of Secretary can be found in the Appendix below. \*\*\*

## 4.4 Vice-President(s)

In many instances, it is assumed that the Vice-President will become Club President. Thus it is the requirement of the Vice-President to become acquainted with all club activities and the duties of the President in order to prepare for a term in office. Vice-Presidents also have their own portfolios. It may be to oversee other board members or special projects/event management, or recruitment etc.

\*\*\*A Template for the Position of Secretary can be found in the Appendix below. \*\*\*

## 4.5 Immediate Past President

The Past President can be a valuable asset to the club’s administration. He/she has a great understanding of the club and its operations, based on his/her previous term in office. He/she may have valuable advice to offer the new President and the Board; however it is up to the current Board to institute what they believe is best for the club, even if this differs from the advice of the Past President.

The Past President can assist the President with meeting procedures and provide history on relevant club issues. The Board may welcome advice on the club program and the target goals outlined in the club’s strategic plans. This can be useful in preventing pitfalls or the reinvention of the wheel.

***Example of Past President Position Description:***

The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any Board of Director or Club Representative for a period of one year

## 4.6 Other Director Roles (Directors at Large)

The President, Secretary and Treasurer are the 3 most important roles within a club. Depending on the size of the volleyball club, you may wish to incorporate other members or Directors at large in order to assist with other functions and assign a specific portfolio. Many of these responsibilities may be able to be undertaken by 1 board member by merging the duties, however beware that taking up too many responsibilities may lead to incomplete tasks and potential burnout.

Other directors/roles that you may want to include are:

* **Technical Director/ Coach**
	+ Enhance player and coach development throughout all age groups of the Club.
	+ Responsible for obtaining, training and supervising all coaches in the Club
	+ Arrange and/or provide clinics and training programs where needed and disseminate information when appropriate to assist coaches.
	+ Recruit and provide guidance for younger coaches to continue to grow as a coach for the Club
	+ Organize and participate in-group coaching meetings.
* **Developmental Coordinator**
	+ Responsible for organizing House Leagues, Skills Camps, and Atomic Volleyball Programs within the Club for youth development.
* **Beach Volleyball Director**
	+ To develop and oversee a Beach Volleyball Program within the Club,
	+ To allow for further development of youth within the sport of volleyball and provide an opportunity to experience and play a new style of volleyball.
* **Operations/Facilities/Gym/ Transportation Coordinator**
	+ To organize and enforce transportation policies developed by the club
	+ Organize gym facilities and rentals for the club
* **Strength and Conditioning Coach/Coordinator**
	+ Develops strength and exercise programs for all athletes within the Club
* **Risk Management Officer**
	+ Will administer the Criminal Record Search system for coaches and other volunteers and Send to VBC annually as stated in the Clubs Risk Management Policy
	+ Enforce other risk management policies that are adopted by the Club
* **Volunteer Coordinator**
	+ Organize, recruit and manage club volunteers for the many different positions within the Club.
* **Team Manager and Fundraising Coordinator**
	+ Responsible for recruiting and organizing and ensuring each team has a designated team manager to fulfill the day-to-day duties of each team.
	+ May be responsible for application for Gaming Funds and any other club fundraising
* **Uniforms/apparel and Equipment Coordinator**
	+ Responsible for organizing and purchasing Club apparel, as well as ordering, distributing, and maintaining club jerseys
* **Registration**
	+ Responsible with registration, and organizing tryouts
* **Web Master**
	+ To update and provide online service and communication to Club Members through Club website and/or social media

# 5. Recruitment

Board recruiting is an ongoing challenge. The effectiveness of the board has a major impact on the functioning and sustainability of the organization. Directors must collectively have the knowledge, skills and experience necessary to oversee and advise the management of the organization. Directors must work well together, but there should be a creative and healthy tension that comes from the constructive interaction of people with different backgrounds.

A **Nominating Committee** is often used to identify prospective board members, and to screen these prospects as nominees for the membership to consider.

The Nominating Committee:

* Is appointed by the board
* Includes several board members, as well as other members of the organization
* Is often chaired by a past Board Chair who has a good understanding of the organization.

The role of the Nominating Committee may be simply to find willing and able prospective board members to fill board vacancies. See More on Nominating Committees in Section 7.1.

## 5.1 Appointing or Electing

Applicable legislation and the organization’s constituting documents (articles of incorporation, by‐laws, constitution, etc.) set out the requirements regarding the composition and selection of the board of directors. The two primary methods for selecting directors are appointment and election. These may be used individually or in combination.

* **Appointments** are generally made by the Board Members, and allow them to appoint members that end up being a self-regulating club.
* **Elections** may be made by the members of an organization at the AGM.

Boards should communicate their expectations regarding qualifications and competencies to the appointing body.

## 5.2 Board Size

The size of the board is related to its effectiveness. The board should have enough members to reflect the size and scope of the organization, meet the needs of committee work, and provide a healthy diversity of views and experience. However, it may be hard for very large boards to conduct effective debates. The board should be small enough to encourage discussion and facilitate collective decision‐ making, but not so small that it becomes difficult to achieve a quorum or fulfill board obligations. Remember under the *Society Act RSBC 1996* you must have a minimum of 5 Directors on the board.

## 5.3 Where to Find Directors

Identifying qualified individuals who are willing to volunteer their time to serve on an organization’s board takes time, careful thought, planning, and creativity. Clubs may use one or more of the following approaches:

* + **Members and volunteers *‐*** Organizations with active membership and volunteer programs may identify and encourage individuals who demonstrate the skills and commitment to be an effective director.
	+ **Contacts ‐** Organizations may reach out to contacts of board members and senior staff as potential directors.
	+ **Referral Agencies ‐** There are a number of organizations that can link not‐for‐profit organizations with individuals willing to serve as directors. These may include volunteer agencies, specialized director matching services and professional associations.
	+ **Advertising ‐** This may be done by placing advertisements in news media (written or online) or by including application information on the organization’s web site.