

FLORIDA REGION OF USA VOLLEYBALL

Indoor & Outdoor Volleyball since 1982



JOB DESCRIPTIONS

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FLORIDA REGION JOB DESCRIPTIONS

COMMISSIONER

1. Attend all board meetings or appoint a representative.
2. Attend all Junior Forum meetings or appoint a representative.
3. Attend all National meetings or appoint a representative and present a written report at the next regional meetings – board and junior.
4. Act as liaison from the board to all membership.
5. Serve as a member on all committees so designated by the board.
6. Chair all Regional Board meetings or appoint a chair.
7. Oversee the staff in processing of Certificates of Insurance for tournaments and clubs.
8. Oversee the staff in distribution of re-issued Certificates (on or near the November JF meeting).
9. Assist the Secretary or designated appointee in coordinating Board meetings – time, place, refreshments, etc.
10. Assure the planning of board meetings – create agenda, plan topic items, organize handouts, approve minutes
11. Assure that the Secretary or designated individual takes minutes at all board meetings.
12. Chair all Junior Forum and Junior Administrative Board meetings or appoint a representative.
13. Assist in coordinating formal JF meetings through the Junior Administrative Board – date, time, location, create agenda, plan topic items.
14. Assure that minutes are taken at all Junior Forum and JAB meetings by the Secretary or designated individual.
15. Assure that JF meetings and JAB meetings are coordinated: assure that the Secretary or designated individual sends out meeting notices with agenda requests, secure site, arrange for refreshments, record minutes, organize handouts, organize and distribute post-meeting minutes and handouts.
16. Oversee the update of the Junior's Handbook and assure that updates are posted on the website in a timely manner.
17. Oversee the update of the Adult Handbook and assure that updates are posted on the website in a timely manner.
18. Assist the JAB in overseeing the appointed JAB and JF committees for task completion.
19. Assist the JAB with following through on any action item from the meetings and committees.
20. Communicate and implement new policies set forth by the National Office.
21. Correspond with the National Office on junior issues regarding the Florida Region.
22. Authorize and verify regional representatives for the Junior National Championships.
23. Assist the staff to make sure all teams wishing to attend JNC's have the proper paperwork.
24. Act on an advisory level to all new clubs, as needed.
25. Oversee, supervise and assist the all BOD and staff members in their duties.
26. Assure the disbursement of new club information to prospective directors.
27. Act as liaison between the BOD and the JF.
28. Oversee appointed committees for task completion.
29. Select committee members to complete the list of those who volunteered.
30. Assist committees with agenda, research and planning.
31. Submit quarterly articles for the newsletter.
32. Attend an Official's clinic each year.
33. Oversee the office staff has verified the pre-season list of Certificates of Insurance holders for ESSIX.
34. Submit information to be included in the Guidebook to the National Office.
35. Oversee and be responsible for all operations of the region – junior, adult, outdoor, officials, elections, finances and marketing.

ASSISTANT COMMISSIONER (Appointed by Commissioner)

1. Attend all board meetings.
2. Act as the Commissioner in any event that the Commissioner cannot attend.
3. Attend all USAV Adult National Championships as the Florida Region liaison if necessary.
4. Act as liaison from the board to all members.
5. Serves as a member on all committees so designated by the board.
6. Act as Sargent-at-arms at all meetings.
7. Accept, research and review complaints for submission to the Incident Review Committee.
8. Promote membership growth through grass roots efforts.
9. Attend an Official's clinic each year.

OFFICIAL'S CHAIR

1. Attend all board meetings.
2. Attend all Junior Forum and Junior Administrative Board meetings if necessary.
3. Maintain an Officials rating of National or higher in USA Volleyball.
4. Attend the National Referee meetings or send a representative and present a written report at the next regional meeting.
5. Coordinate and develop the Official's meeting.
6. Serve as a member on all committees so designated by the board.
7. Serve as rules interpreter for the region.
8. Submit quarterly news articles for the regional newsletter.
9. Maintain current list of certified officials in the region.
10. Assist tournament directors in securing officials.
11. Make sure that all certified officials have the opportunity to work in the region, if possible.
12. Coordinate the officials with all tournament directors to track those who are working.
13. Make sure that all officials working in the Region are current members of USA Volleyball and properly certified.
14. Develop and implement clinics for adult and junior members.
15. Maintain a list of all clinic attendees.
16. Create, prepare and distribute all written materials for certification.
17. Coordinate and secure clinic dates for adult and junior clinics.
18. Secure certified clinicians for all clinics.
19. Grade and return results of the written test.
20. Coordinate distribution of rulebooks and guides.
21. Maintain a rating team of senior officials to evaluate junior and adult candidates.
22. Maintain a clinic to train clinicians and raters and establish methods for teaching junior and adult referees.
23. Serves as head referee or may appoint a head referee for the following events: Junior Girls and Junior Boys Regional Championships, and Adult Regional Championships.
24. Establish policies for referee advancement.
25. Update candidates with the status of their certification process.
26. Evaluate top regional referees for potential advancement to Jr. National status.
27. Maintain accurate expense records.
28. Accept, research and review complaints regarding referees for submission to the Incident Review Committee.
29. Maintain accurate expense records for budget of officials division.

SECRETARY/Treasurer

1. Attend all board meetings.
2. Act as liaison from the board to all membership.
3. Preferably have a background in financial/accounting matters.
4. Serve as a member on all committees so designated by the board.
5. Send out board meeting notifications, collect agenda items and coordinate with the Commissioner to prepare the agenda.
6. Coordinate board meetings – time, place, refreshments, etc.
7. Have a basic comprehension of the rules of parliamentary procedure.
8. Act as the parliamentarian for all board meetings.
9. Record minutes of all board meetings.
10. Distribute minutes of all board meetings, along with appropriate attachments, to all board members and District Representatives in a timely manner.
11. File all policy changes in the appropriate manner.
12. Update the Regional Tournament Directors Handbook.
13. Update the Regional Operations Code.
14. Update the region By-Laws.
15. Coordinate elections of all board positions with the Executive Director, unless they are up for election in which case the Registrar will act as coordinator.
16. Serve as scribe for all meetings of the region, including IRC's if necessary.
17. Maintain and archive all meeting minutes of previous board, JF and JAB meetings.
18. Oversee the maintenance of the corporate books. Inform the BOD of any discrepancies in a timely manner.
19. Oversee to staff in maintaining corporate books and update status in accordance with state requirements.
20. Maintain accurate expense records.

21. Be responsible for all funds and securities for the corporation.
22. Oversee the development, maintaining and assigning of codes for the chart of accounts.
23. Oversee the preparation and review of budgets.
24. Make financial recommendations to the board as needed, regarding increases or decreases in expenses.
25. Oversee the presentation of financial reports to the board at each BOD meeting.
26. Correspond with the Executive Director and bookkeeper on financial issues.
27. Oversee and assist with the preparation of all income and expense material for corporate tax return.
28. Oversee the meeting of staff with the CPA to finalize tax return.
29. Aid in the development of fund raising projects.
30. Maintain accurate expense records.

INDOOR CHAIR

1. Attend all board meetings.
2. Act as liaison between the board and all membership.
3. Serve as a member on all committees so designated by the board.
4. Assist in the sanctioning all indoor events – assure that the staff collects fees and processes paperwork.
5. Assist staff in coordinating and publishing the regional tournament schedule to the newsletter and the website.
6. Act as, or assign, a representative to attend all adult events hosted by the region.
7. Assist the Events Coordinator in coordinating all Regional Championships:
 - a. Accept and review bids for site selection.
 - b. Coordinate with the host.
 - c. Seed entries.
 - d. Secure officials along with the Officials Chair.
 - e. Act as Tournament Director if necessary.
 - f. Organize a Protest Committee.
8. Conduct annual survey of adult players to facilitate awareness of membership concerns.
9. Promote membership growth through grass roots efforts.
10. Respond in a timely manner to all correspondence related to regional activities.
11. Assist the staff to create and maintain the Junior Handbook and assure it is revised on a yearly basis.
12. Assist the staff to create and maintain the Adult Handbook and assure it is revised on a yearly basis.
13. Assist the staff to create updates for the Tournament Directors Handbook.
14. Coordinate with the Officials Chair to schedule referee clinics.
15. Attend an official's clinic each year.
16. Oversee the distribution of US Open entry forms to all interested teams.
17. Maintain accurate expense records.
18. Assist with the distribution of guidebooks and rulebooks.
19. Submit quarterly articles for the newsletter.
20. Assist tournament directors in confirming registration of teams prior to competition.
21. Assist tournament directors with seeding for events.
22. Accept, research and review complaints for submission to the Incident Review Committee.
23. Attend all Junior Forum and Junior Administrative Board meetings.
24. Attend all National meetings and present a written report at the next regional meetings to the board and the junior assembly.
25. Serve as a member on the Junior Administrative Board.
26. Assure that the region maintain regional ranking for all teams.
27. Assist tournament directors by confirming registration of teams prior to competition.
28. Oversee the maintenance of regional rankings of all teams.
29. Assist the coordination of the Power League, Developmental Leagues, Regional Championships and Regional BID tournament.
30. Create and maintain competition-related updates for the Juniors Handbook and forward to the Commissioner.

OUTDOOR CHAIR

1. Attend all board meetings.
2. Submit a quarterly report to the Executive Director.
3. Act as liaison between the board and all membership.
4. Serve as a member on all committees so designated by the board.

5. Maintain accurate expense records.
6. Sanction all outdoor events – oversee the collection of fees and the processing of paperwork and forward fees, if necessary, to the Registrar in a timely manner.
7. Process Certificates for Insurance for tournaments and clubs.
8. Coordinate and publish the outdoor regional tournament schedule to the newsletter and the website.
9. Act as, or assign, a representative to attend all sanctioned outdoor events.
10. Coordinate the Outdoor Regional Championships.
11. Conduct annual survey of players to facilitate awareness of membership concerns.
12. Promote membership growth through grass roots efforts – adult and junior.
13. Respond in a timely manner to all correspondence related to regional activities.
14. Create and maintain the Outdoor Handbook.
15. Coordinate with the Officials Chair to schedule adult and junior referee clinics.
16. Assist Officials Chair in developing certification program.
17. Oversee and educate Tournament Directors on the registration process.
18. Maintain list of current members and forward to all Tournament Directors on a regular basis.
19. Attend an official's clinic each year.
20. Research and coordinate sponsorship opportunities.
21. Act as liaison to the national and professional tours.
22. Maintain accurate expense records.
23. Assist with the distribution of guidebooks and rulebooks.
24. Assist tournament directors with seeding for events.
25. Accept, research and review complaints for submission to the Incident Review Committee.

JUNIOR ADMINISTRATIVE BOARD REPRESENTATIVES (2 BOD voting members)

1. Attend all board meetings.
2. Attend all Junior Forum and Junior Administrative forum meetings. (Junior District Reps only).
3. Act as liaison between the board and all membership.
4. Serve as a member on all committees so designated by the board.
5. Junior reps only:
 - a. Serve as a member of the Junior Administrative Board.
 - b. Conduct District Group meetings. (minimum of one meeting per year).
6. Assist the appropriate coordinator with inter-district communications.
7. Be knowledgeable of all regional policies and procedures.
8. Maintain current list of members and events occurring in the region.
9. Maintain accurate expense records.

EXECUTIVE DIRECTOR

Oversee the day-to-day operations of the Region
 Serve as a liaison to the Board of Directors
 Provide insight to the BoD on operational needs and goals
 Prepare operating budgets
 Coordinate banking arrangements
 Execute contracts on behalf of the Region
 Review and submit financial reports
 Secure sponsors
 Address issues as they arise
 Sign disbursements
 Supervise and evaluate Region staff
 Attend national meetings to represent the Region
 Respond to e-mails in a timely manner
 Serve on national committees as necessary
 Approve employee and BoD expense reports
 Serve as Program Director for the Regional High Performance Program
 Serve as the Director for all Educational programs
 Review and update the corporate documents as necessary

ADMINISTRATIVE ASSISTANT

- Handle all incoming telephone calls & voicemail
- Handle and distribute all incoming mail
- Handle all incoming and outgoing packages
- Process event sanctions as they are received in the office
- Process requests for certificates of insurance
- Ensure timely rule book (DCR) distribution
- Schedule IMPACT clinics
- Respond to e-mails in a timely manner
- Log incoming monies and making bank deposits
- Assist with membership registration during peak times
- Serve as a backup to the Secretary for recording meeting minutes
- Attend regional events/meetings as required
- Assist with event management related duties as required
- Assist with other requirements as required

REGISTRAR

- Manage the online registration system
- Ensure background screens are processed in a timely manner
- Assist with onsite registration as required at events
- Oversee membership management and reporting
- Assist members with registration related issues
- Work with the national office on registration related issues
- Process monthly membership reports for the national office
- Compile and distributing registration tips for members
- Respond to e-mails in a timely manner
- Prepare written e-mail communication to club administrators
- Provide written reports on membership for board meetings
- Attend regional and national events/meetings as required
- Assist with event management related duties as required

EVENTS MANAGER

- High Performance tryouts
- Regional championship tournaments (indoor & outdoor)
 - o Adult Regional Championships
 - o Girl's Junior Regional Championships
 - o Boy's Junior Regional Championships
 - o Regional Beach Championships
- Regional invitational tournaments
 - o National Girl's Invitational (Caribbean Classic)
- National tournaments
 - o National Boy's Bid Tournament (Florida Boys Festival)
 - o National Junior Beach Championships (PENDING)
- Corporate Volleyball Challenges
- YMCA State Championship Events