

JOB DESCRIPTION

Position: **Regional President**

Method of Selection: Elected at a general election of the membership at Annual General Meeting.

Term of Office: One year

Job Description:

The Regional President is responsible for the overall operation all aspects of volleyball administration and regional program delivery within the assigned geographic region.

The Regional President sits as a member of the Ontario Volleyball Association's Board of Directors. OVA Directors set policies and operating procedures for the provincial organization and provide direction to the staff in the areas of program delivery and enhancement, while also ensuring that the interests of their constituents are well represented.

Duties:

- 1) Work closely with the Vice-President and Secretary Treasurer to ensure the needs of the Region are being met. Assign duties as required.
- 2) Ensure that all approved policies and procedures are implemented and adhered to.
- 3) Chair Regional Executive and Management Committee Meetings
- 4) Appoint Standing Committee chairs who will fulfill their required mandate as per the specific job descriptions and who will serve the best interests of the membership and the OVA.
- 5) Establish priorities and goals for delivery and enhancement of programs in the region.
- 6) Liaise with the Regional Secretary-Treasurer to prepare an annual budget based on above
- 7) Create and maintain communication networks to facilitate the dissemination and gathering of information. To the same end, identify individuals in key areas throughout the region who are willing to serve as district contacts and provide support for program delivery.
- 8) Hold, attend and chair regular meetings within the region to ensure proper planning and delivery of applicable programs.
- 9) Communicate regularly with the membership, as required (e.g. after meetings)
- 10) Serve as an ex-officio member of all regional committees
- 11) Serve as a member of the Board of Directors of the Ontario Volleyball Association
 - a) Attend semi-annual Board of Directors meetings
 - b) Provide direction and assist in developing policies and operating procedures for the provincial organization
 - c) Report on activity within the region, progress reports on goals, concerns and issues brought forward on behalf of the membership
- 12) Ensure appropriate representation at all OVA Board of Directors meetings and standing committee meetings, as required
- 13) Implement appropriate steps to ensure that the OVA Risk Management guidelines are known and adhered to, for programs within the region.
- 14) Act as an ambassador for the Ontario Volleyball Association within the region