

JOB DESCRIPTION

- Position:** Regional Vice-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 Vice-President assists the President in overseeing the overall operation all aspects of volleyball administration and regional program delivery within the assigned geographic region.

The Vice-President acts as an advisor and executive liaison to committees as assigned by the President and serves as the back-up, should the President be unable to attend the required meetings or fulfill other associated obligations of the presidency.

Duties:

- 1) Work closely with the President and Secretary Treasurer to ensure the needs of the Region are being met.
- 2) Assist in ensuring that all approved policies and procedures are implemented and adhered to.
- 3) Attends Regional Executive and Management Committee Meetings, as required
- 4) Provide support to standing committee chairs as required and assist them in serving the best interests of the membership and the OVA.
- 5) Assist in establishing priorities and goals for delivery and enhancement of programs in the region.
- 6) Assist in the creation and maintenance of communication networks within the region to facilitate the dissemination and gathering of information.
- 7) Work with district contacts to ensure proper planning and delivery of applicable programs, as assigned by the President.
- 8) Assist the President in communicating regularly with the membership, as required (e.g. after meetings)
- 9) Serve as a back-up to ensure appropriate representation at all OVA Board of Directors meetings and standing committee meetings, as required
- 10) Serve in an advisory capacity (ex-officio) on standing committees as assigned by the President
- 11) Assist the President in implementing the steps necessary to ensure that the OVA Risk Management guidelines are known and adhered to, for programs within the region.
- 12) Act as an ambassador for the Ontario Volleyball Association within the region