



BOARD POSITIONS & RESPONSIBILITIES

October 2024

Each season the following board positions need to be filled in order to have a fun and successful season! These positions are volunteer and the bolded positions are mandatory. For additional information, please check out our [PVC Bylaws Document](#)

President is responsible for the general management and supervision of the affairs and operations of the Society, ensures that Club By-Laws, Regulations and policies are adhered to, monitors and responds to the Club's email account, ensures that the Club's funds are spent in a manner that supports and promotes our goals, etc.

Vice President is responsible for exercising the duties and powers of the President, Secretary and Treasurer in their respective absences. **This position is also responsible for ensuring that all coaches have the required training, including organizing workshops, etc with Volleyball NT.**

Treasurer is responsible for keeping full and accurate accounts of all receipts and disbursements of the Society

Secretary is responsible for keeping custody of the books and records of the society, providing notices of all meetings of members and all meetings of directors, and for taking and keeping record of the minutes of all such meetings

Fundraising Coordinator(s) is/are responsible for the activities associated with fundraising events. This includes but is not limited to TV Bingos, grocery bagging, etc. The fundraising coordinator(s) are to provide equal opportunity to all athletes and parents/guardians to participate in events. They are encouraged to bring creative fundraising ideas/opportunities to the board for review and approval.

Social Media Coordinator is responsible for ensuring our social media platforms are up to date and active throughout the year. This includes posting photos of athletes at practices, tournaments, participating in fundraising events, etc. This position will work closely with Coaches and the Fundraising Coordinator(s) to ensure coverage of events happening.

Tournament Coordinator is responsible from the initial planning stages until the completion of the tournament. Some of these responsibilities include: securing gym times and referee's, promotion, creating a budget, etc.