

It is the responsibility of ALL committee members:

- To ensure that all members of the club have a positive experience
- To meet regularly with the rest of the committee and have a say on committee decisions- from how socials should be organized to how the club should aim to move forward
- To ensure that all decisions made by the committee are in the best interest of the club members, first and foremost, and then the club
- To help out other members of the committee when needed; i.e. helping team secretaries with equipment post-training, attending socials before members get there, etc
- To ensure during committee change over full training and education is passed to the appropriate incoming committee member.

CLUB CHAIR

The Club Chair, as the principal officer, is the main point of contact for the Club. The Chair will receive all official communication from the Athletic Union and is responsible for passing it on to the relevant committee/club members in a timely manner and ensures through follow-up that it is actioned. She/he chairs meetings, acts as a conciliator and makes decisions, in consultation with other committee members when appropriate.

The Chair works closely with all other members of committee to ensure the smoothest possible running of the club. Although it is not imperative, it is advisable that the Chair is present at most Club related events (as possible) and is seen to lead by example (e.g. present at socials). The Chair should be prepared to dedicate a significant amount of time to the running of the Club both planned and unexpectedly. The Chair should at all times be aware of the activities of the Club especially in terms of organization and finances.

As the official face of the Club, it is imperative that the Chair is organized and friendly yet assertive. The ideal candidate should be able to deal with pressure and difficult situations as well as communicate problems and solutions to other Club/committee members, as well as the Athletic Union. The Chair should be proactive and confident in attempting to ensure that the Club is in the best possible position (adequate training time, budget etc). The Chair should also be capable of working well closely with others and be willing adapt to various personalities and working styles.

The Chair should be aware of the Athletic Union's guidelines on the position and at all times be representing the Club.

SECRETARY

The Secretary is one of the essential members of any AU Club's committee and works closely with the Chair and Treasurer.

The Club Secretary is the principal administrative officer and provides the link between members, the committee and outside agencies. In practice the role of club secretary involves making minutes of all Club meetings and managing communications within the Club. The Secretary will also take on other unexpected administrative club requirements that come up within the year (example: BUCS cards, helping with liners and scorers, organising events, working with the Treasurer to get sponsorship, and pretty much anything other committee members in general need help with- note only if they ask for help!).

The Secretary is also the second point of contact for the club as registered with Volleyball England. As such she/he also receives confirmations and queries from other clubs about match dates/times/venues. By keeping an eye on fixtures, the Secretary works with team secretaries in maintaining contact with these outside bodies. To elaborate, the Secretary should be included in all contact (emails/informed of calls) with other clubs with respect to the arrangement of fixtures, to ensure consistency in information.

The Secretary is also responsible for providing and maintaining Club and member information to Volleyball England.

In practice, to maintain communication within the club, the Secretary sends informative emails and tries to maintain the homogeneity between committee and club.

TREASURER/SPONSORSHIP SECRETARY

The Treasurer, with the Chair and Secretary forms the main administrative unit of the Club. The Treasurer looks after the Club's finances. She/he works closely with the committee to write an annual budget and [with the Athletic Union to] set the new BUCS and National League entry fees at the start of each year. The Treasurer is in charge of working with team secretaries collect all club memberships; with social secretaries to organize the action budgets for annual social events.

The Treasurer should report often to committee about the Club's financial position and should report bi-weekly to the Chair. With the Chair, the Treasurer ensures that all Club money is spent appropriately and records/sanctions all expenditure. It is advisable that the Treasurer produces a quarterly review of the financial income and expenditure of the club.

As Sponsorship Secretary, it is the responsibility of the Treasurer to design, commission, encourage and action fundraising and sponsorship activities within the Club. She/he should actively seek to attain Sponsorship for the Club and recruit other

committee/Club members as and when is necessary. It is advisable that a sponsorship/fundraising target is established (with the rest of the committee) at the beginning of the year and then plans are put in place to meet it.

The ideal candidate needs to be very organized and communicative but no degree-level mathematics is required!

CLOTHING AND EQUIPMENT OFFICER

The Clothing and Equipment Officer is responsible for the general upkeep and repair of Club equipment. Principal duties include purchasing equipment for the following season using the Equipment budget and any 'spare' money as approved by the Chair and Treasurer (must be done by the end of June); this includes, but is not limited to:

- Balls
- Ball bags/carts
- Fitness Equipment
- Pole Protection; etc
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The C&E Officer is also responsible for the storage of all equipment which can be arranged with the Athletic Union where necessary. She/he should make regular checks of all equipment ensuring items meet required safety standards and are professionally checked as and when required.

Additionally, the C&E Officer is responsible for ordering playing kit for new team members and new stash for all members, making sure that there are invoices for all transactions records of all payments in cash (it is imperative to work together with the Chair, Treasurer and AU Finance Officer to make sure everything is okay). She/he also works with the P&P Officer to ensure that all information (e.g. designs) is accurately communicated to the Club members. She/he then ensures the delivery of all ordered items to relevant members.

The C&E Officer also accounts for the three sets of Kukri kits (W1, W2, M2) at all times in the season (does not need to physically have them, but must be accountable for their whereabouts, even if it is to just put the responsibility on the coach of that particular team). She/he looks after the kit bag and all of its contents.

The C&E Officer is responsible for picking up the Club's Medi-bags from the AU, storing them and returning them to the AU at the beginning and end of the academic year (training season) respectively.

The ideal candidate needs to be very organized and approachable. She/he needs to be willing to 'shop around' for the best product (price and quality) to suit the requests/needs of the Club and its members.

VOLUNTEERS CO-ORDINATOR

The role of the Volunteers Co-ordinator is to ensure that throughout the season that there are officials present at all Local, Regional, NVL and BUCs home games. It is imperative that the VC ensures that club members fulfil their duties throughout the season. All new members must be informed of the Club's constitution and Code of Conduct; the latter should be signed at the beginning of the season (the first General Meeting). The VC informs the Chair of any breaches of contract and works with the Treasurer to enforce penalties.

It is also important, as the VC, to promote volleyball in the community by trying to get young volunteers coaching volleyball or gaining their coaching qualifications. The VC also opens up any volunteer opportunities that may arise in the volleyball community to interested LSVC members.

The ideal candidate will be organised and approachable, yet assertive.

PRESS AND PUBLICITY OFFICER

The Press & Publicity Officer is responsible for the presentation of the Club to the public at large. This includes managing and maintaining the website. e.g. keeping it up-to-date. It should be used as a medium through which members are kept informed about current sport events and the activities within the club. In addition, the P&P Officer is responsible for commissioning, co-ordinating or creating articles and other news about the club to be submitted to the Union's internal magazines (Lufbra WOW and Label) or local newspapers.

The role requires some technical (web-based) computing skills or a willingness to acquire them. The ideal candidate would be keen, organized, proactive and efficient.

SOCIAL SECRETARIES/TOURS SECRETARIES

The Social Secretaries are responsible for organizing all major Club events (bi-annual dinners) and weekly socials. They must ensure that the Club always has a presence at each Hey Ewe. They plan, design and promote all social Club activities. Working with the Recreational Representative, they also organize Recreational socials and may be approached by Team Secretaries to co-ordinate team socials.

The Social Secretaries should work closely with other committee members, specifically the Chair, for all socials and with the Treasurer for major events. Other committee members should be consulted for all socials both in terms of planning and assisting to co-ordinate.

As Tours Secretaries, they are responsible for planning and co-ordinating any large volleyball away trips for the purposes of focussed volleyball or social experience.

Ideally, one trip for each purpose would be arranged annually. To accomplish this, the Tours Secretaries should work closely with the Chair, Treasurer and where appropriate Team Secretaries, not to mention other committee members.

The Social/Tours Secretaries should be sociable, friendly and creative! They must be willing to listen to the thoughts, ideas, and wants of the Club's members. They should also be capable of receiving feedback on events (both positive and negative) focussing on making each event as enjoyable as possible.

TEAM SECRETARIES

Team Secretaries are the direct links between the committee and their respective teams. Although being a player of the represented team is not a prerequisite, it is more practical. It is the responsibility of all Team Secretaries to ensure that the administration of their team is taken care of as early and efficiently as possible.

Primary duties include arranging and rearranging fixtures, arranging referees and their payment, sorting the provision of post match food and liaising with other team secretaries (both inter-club and opposing) and Volleyball England (as and when necessary) to confirm the dates, time and venues of fixtures. When aspects of the club life are brought up in committee meetings it is important for team secretaries to ensure that these messages get through to the members of my team. It is also my job to report to committee the views of the members of the teams.

The team secretaries also work closely with the Chair, Treasurer, Secretary, Clothing and Equipment Officer, Volunteers Co-Coordinator and the Press and Publicity Officer on matters from training, expenses/budget, lines/duties, playing kit to match results.

The ideal candidate is responsible, organized, friendly and approachable.

RECREATIONAL REPRESENTATIVE

The Recreational Representative is the main point of contact between the Recreational members and the committee. It is his/her responsibility to co-ordinate all Rec related events or activities (socials, stash, and matches) as well as promoting all other general club matters.

Ideally, the Recreational Representative will be present at most, if not all Rec training sessions in order to build a relationship with Recreational members and the coaching staff. It is imperative that the Recreational Representative conveys any

Loughborough Students Volleyball Club | 2009 Committee Roles

concerns of Rec members to the rest of committee and seeks to ensure that they are as involved in the Club as possible as well as enjoying learning a new sport.

The ideal candidate will be friendly and approachable with a real love for Volleyball.



Loughborough Volleyball