

OHSVCA President Job Description

Position: Officer

Eligibility: Active member in the OHSVCA

Selection / Term of Service: Two years, elected in even numbered years

Attendance Requirements (Mileage paid): OHSVCA and OHSAA meetings / events

Salary: None

Lodging Requirements (paid): OHSVCA and OHSAA meetings / events that necessitate an overnight stay

Duties:

1. Coordination of all meetings including Executive Committee, Board of Trustees and General Membership.
 - A. Arrangements for meeting place / time / date
 - B. Notify attendees / invite appropriate guests
 - C. Prepare agenda
 - D. Chair meeting

2. Communication and representation to the OHSAA.
 - A. Attend all OHSAA meetings including Board of Control and Presidents meeting.
 - B. Serve as a liaison between the OHSAA commissioner for volleyball and the OHSVCA.
 - C. Present OHSVCA recommendations to the OHSAA in January.
 - D. Report pertinent information concerning the OHSVCA to the OHSAA.
 - E. Present recommendations to the National Federation via the OHSAA.

3. Report all pertinent information concerning the OHSAA and National Federation to the officers, trustees and membership.

4. Prepare a President's message for the OHSVCA website.

5. Monitor progress of all OHSVCA events and committees.

6. Prepare for the treasurer a projected annual itemized budget of expenses and/or revenue for the position.

7. Serve as a member of the Executive Committee.

8. In the event that a coordinator can not fulfill his term, the president or vice-president shall assume the additional duties until the Executive Committee appoints a replacement.

9. Attend all meetings / events of the OHSVCA.

10. Update contact information and news on the OHSVCA website.

Updated 3-15-09