

# PCVC Vice President

As VP of the league, you have a unique opportunity to choose the key initiatives you (and the Exec) would like to tackle. Permit applications happen in the Summer. Being comfortable with ambiguity is important as your clear accountabilities are the least defined of the Exec positions. You are the “glue-guy/girl” in that you need to identify and understand how things are running, who needs help, and what you can do to better the league.

## VP's Duty & Tasks Include:

1. Applying for and securing gym **permits** for league-play and tournaments
2. Acting **Liaison with School Boards** for issues regarding permits (cancellations, additional permits in-season)
3. Help to maintain the league schedule; managing adjustments and lost gym nights
4. Participate in all Exec meetings and decision making regarding season planning, concerns, purchase decisions, tournaments, conflicts, etc.
  - a) Work to moderate and achieve results
5. Speak to membership on league nights, tournaments, sponsor bar nights; be able to answer any questions and resolve issues
6. Votes along the rest of the executive on league issues
7. Promote the league all the time – actively recruit new prospective members; having a strong volleyball network is an asset
8. Along with Treasurer & President, approve and sign-off on all league expenses
9. Act as a voice of reason with all Exec decisions – requires strong knowledge of constitution, the league and its members
10. Continuously look for ways to improve the league while executing the vision set out by the Executive
  - a) Listen and attempt to apply commentary from membership where applicable

# PCVC Membership Secretary

The membership secretary is an integral part of the Exec. They must be organized, knowledgeable about the league and its members and have excellent communications skills. Being successful will require a keen attention to detail and conflict resolution in ambiguous situations.

## **Membership Secretary's Duty & Tasks:**

- **Pre-Season: (May – September)**
  - Monitor and record returning membership registration in database
  - Keep copy of signed waivers for league records
  - Maintain communication between league and members not returning.
- **Tryouts: (September)**
  - Collect tryout candidate information; Main point of contact between league and candidates
  - Organize and attend tryouts, attend selection meeting, contact and disseminate information to all tryout candidates.
- **In-Season: (October – April)**
  - Should have printed copy of membership and signed waivers for all participants at all league events
  - Create, update & maintain sub list - arrange for subs throughout the season as requested and needed.
  - Assist at Tournaments, social events, meetings, etc. as required.
  - Help with Registration; collect fees and monitor attendance at such events
- **Other:**
  - Research and Purchase League prizes and membership giveaways
  - Participate in all Exec meetings and decision making regarding league issues
  - Speak to membership on regular basis – answer questions; resolve issues
  - Promote the league all the time – actively recruit new members

# PCVC Treasurer

Money Bags! As Treasurer, you are responsible for budget development and for the collection and disbursement of league funds throughout the year. You must be trusted, comfortable and responsible handling the league's finances. Your main goal is responsibly manage league finances while maintaining the overall objective of a not-for profit entity

## **Treasurer's Duty & Tasks Include:**

- Creates a budget at the start of the season for approval by the Executive; this dictates the approved league spending for the fiscal year
- Prepare league and tournament expenditures on behalf of the league and/or reimburse other Exec members for expenditures made on behalf of the league
- Work with other Exec members to collect fees for tournaments & membership (Tourney Director, Membership Secretary)
- Utilize an appropriate accounting program to track all transactions and financial activities
- Maintain the league bank account(s)
- Caretaker of the league credit card and bank card, to be used exclusively for purchases on behalf of the league
- Prepare charitable donation submissions on behalf of the league
- Report financial position and performance of PCVC to the members at the Annual General Meeting (AGM)
- Preparing and submitting the corporate tax return on behalf of PCVC
- Safe keeping of all financial records for a period of 7 years

# Other Collective Activities

The following activities do not fall under one Executive's accountabilities.

They are often discussed and addressed collectively. Depending on the individual skillsets and interests, any Exec can help take these on:

## 1. Events

- a) Tryouts – Running the tryouts is done collectively. Often the incoming Exec helps to organize
- b) March Break – one Exec usually offers to chair; all help
- c) MGM / AGM – Collectively discuss agenda – one Exec builds Deck
- d) Incentive Nights – nights are selected at beginning of season; Execs coordinate to order food, pay bill, clean up at gyms
- e) Beach Tournament – run off-season; all Execs help with the organization & planning

## 2. The Sponsor Bar

- a) Securing Sponsorship for the Season – done prior to the season
- b) Reserving space for Incentive Nights - done in-season (usually month of). Occasionally need to request A/V equipment

## 3. Website Maintenance

## 4. Social Media Presence

- a) Marketing Events through Facebook – tournaments have never been more popular – good way to get info out there
- b) Taking photos for Instagram (optional)

## 5. Membership Surveys

- a) In recent seasons, the Exec has polled membership on a number of issues and events to provide more transparency and to give a voice in key decision making (including How to Spend the Surplus, Where should we go for March Break & Voting for PCVC Player Awards)
- b) PCVC has a Survey Monkey account to collect and assess results