



**WBLVC Board Term
and Position Description Policy**

Policy Name: WBLVC Board Term and Position Description Policy	Effective Date: Approved by Board of Directors on 09/24/2023
Policy Owner: Executive Committee	Revision Date: N/A
Category of Policy: WBLVC- Board Policy	

Policy Purpose:

The purpose of the WBLVC Board Term and Position Description Policy is to establish a mechanism to ensure the staggering of terms to support leadership continuity, and to define the roles and responsibilities of board officers and each of the board member positions adopted by the board to carry out operations of the club.

Board Seat Terms Beginning January 1, 2024

The initial terms established are intended to ensure that the board is equally balanced between terms expiring in odd and even years. The appointment is connected to the seat, not the position held currently. The positions named for voting members are included for reference only for establishing the initial terms.

Appointed for a Two-Year Term – Expires 12/31 in odd years

- Board Member 1 (Current Chair/Director)
- Board Member 3 (Current Treasurer)
- Board Member 5 (Current Facility Scheduler/School District Liaison)
- Board Member 7 (Current Apparel Director)
- Board Member 9 (Current Website Administrator)

Appointed for a One-Year Term – Expires 12/31 in even years

- Board Member 2 (Current Vice Chair/Tournament Director)
- Board Member 4 (Current Secretary)
- Board Member 6 (Current Fundraising Director)
- Board Member 8 (Current Equipment Director)

Ex-Officio, Non-Voting Board Members – No Expiration

- Board Member 10 (Coaching Director)

Board Officer Positions:

Director: The WBLVC Director is identified in the bylaws as the chair of the board of directors, which is an officer of the organization and a member of the Executive Committee of the board. The Director is responsible for the overall management of the organization including leading the staffing process, and carrying out the responsibilities defined in the bylaws for the chair of the board. Additionally, the

WBL Volleyball Position Description Policy

Director collaborates with the White Bear Lake Community Education Department and the White Bear Lake Area High School Volleyball program and serves as the face of the organization to the community at large. The Director is responsible for maintaining insurance through the Junior Volleyball Association (JVA).

Tournament Director: The WBLVC Tournament Director is identified in the bylaws as the vice chair of the board of directors, which is an officer of the organization and a member of the Executive Committee of the Board. The Tournament Director is responsible for carrying out the Vice Chair responsibilities for the position as defined in the bylaws. Additionally, the Tournament Director shall schedule tournaments for all teams following tryouts, serve as the liaison between the outside tournament directors and WBLVC Coaching Director/Coaches, overseeing all aspects of the Bear Blast Tournament, and forming committees to assist with registration of tournaments and the Bear Blast Tournament.

Secretary: The WBLVC Secretary is identified in the bylaws as an officer of the organization and a member of the Executive Committee of the board. The Secretary is responsible for carrying out the responsibilities defined in the bylaws. Activities include scheduling board meetings, posting upcoming board meetings on the website, documenting the minutes and actions from each meeting, and posting on the WBLVC website, and sending out other communications to the club as needed.

Treasurer: The WBLVC Treasurer identified in the bylaws as an officer of the organization and a member of the Executive Committee of the board. The Treasurer is responsible for carrying out the responsibilities for the position as defined in the bylaws. Specific activities include managing the finances of the organization, including but not limited to fee payments, coaches' salaries, expenses, and tax preparation. Maintaining and updating additional insurance for the WBL School District, depositing all checks to the association immediately upon receipt, reporting to the board at each meeting as to the financial condition of the club, submitting a report to the members at the annual meeting, including the proposed budget for the upcoming fiscal year.

Board Member Positions:

Fundraising Director: The Fundraising Coordinator is responsible for arranging fundraising activities for the program, which may include activities such as candy bar sales, merchandise sales, managing the DIBS program, and tracking volunteer hours.

Equipment Director: The Equipment Director is responsible for managing equipment at all practice facilities and the WBLVC storage locker, maintaining the inventory of WBLVC equipment, and replacing and/or repairing equipment when necessary. The Equipment Director shall report on an annual basis to the board, the state of WBLVC equipment, including recommending the purchase of new and/or upgraded equipment and requesting bids for the equipment as needed.

Apparel Director: The Apparel Director is responsible for presenting uniform options to the Board; selecting, ordering, and distributing uniforms for all players following JVA guidelines; attending tryouts to collect sizing of uniforms; and coordinating the WBLVC online apparel store.

Website Administrator: The Website Administrator is responsible for maintaining the WBLVC web site; requesting, implementing, and maintaining all registration sessions; creating all team pages for initial

WBL Volleyball Position Description Policy

use for the season; rostering all players and coaches; and posting practice schedules on team calendars;.

Facility Scheduler/School District Liaison: The Facility/School District Liaison is responsible for working with the WBL District to obtain space for practices, tournaments, and other events; and securing necessary permits; and communicating solely with the WBL Facilities coordinator.

At-Large Board Members: At-Large Board Members will be assigned support roles by the Director of the WBLVC.

Staff Positions:

Coaching Director: The Coaching Director is defined by the bylaws as a staff position and is an ex-officio non-voting member of the board. The Coaching Director is responsible for carrying out the responsibilities defined in the bylaws; and facilitating the recruiting, hiring, and evaluation of coaches; communicating with the coaches throughout the season; facilitating tryouts and clinics; serving as the primary liaison between the board and coaches; implementing the team selection and eligibility policy; and other duties as described in the Coaching Director Contract and/or as assigned.