

Work plan/actions

Strategic Focus	Year 1	Responsibility	Year 2	Responsibility	Year 3	Responsibility	Future	Responsibility
Governance	Coaches code of conduct	Technical Director	AGM Structure/planning	Board	Administration manual	Adminstrator	Have a plan in place for a permanent home	Board
	Board job descriptions	Policy Committee	Athletes handbook	Jodie Halliday				
	Existing Board Skills Matrix - Gap Analysis	Policy Committee	Policies and procedures manual	Policy Committee				
	Existing board Organizational Chart	Policy Committee	MOU with COTR	Chair				
Communication	Develop and maintain annual calendar of internal & external events	Entire Board	Volleyball Unite-Social media platform for all club members to join	Steve Kamps	3 Coaches meetings per year with 80% attendance	Technical Director	Maintain coaches and managers meetings	Coaching/Manager Committees
	Coach / Manager / Team communications	Within each team	2 Coaches meeting with 80% attendance at each	Technical Director	3 Managers meetings per year with 80% attendance	Adminstrator		
	Team to team communication-social media	a parent from each team will undertake	2 Managers meetings with 80% attendance at each	Administrator				
	1 coaches meeting with 80% attendance	Technical Director						
	1 Managers meeting with 80% attendance	Administrator						
	Flyer to recruit athletes	Communications Committee						
	Media releases; start of season, after success tournaments	Communications Committee						
	Stronger relationship with schools	Technical Director/Development Coordinator						
	Oversee external social media accounts; Instagram, Facebook, website	Communications Committee						
Financial Stability	Annual budget process	Treasurer	Seek more grant opportunities	Grant Writer	Sponsorship opportunities for jerseys	Fundraiser/Sponsorship/Events Coordinator		
	Grant writer engaged	Treasurer	Financial policies and procedures created	Treasurer				
Volunteer Retention	Volunteer thank you party	Secretarty/Administrator	Encourage aging out players to become assistant coaches/refs	Everyone	Volunteer orientation manual	Policy Committee		
	Offer a ref clinic annually	Technical Director			Have an inhouse mentor and evaluator for refs	Technical Director and board		
	Encourage aging out players to become assistant coaches/refs	Everyone			Encourage aging out players to become assistant coaches/refs	Everyone		