

Commissioner Qualifications and Description of Duties

Arizona Region By-Laws, Chapter II, Section 4, A.

A. The Commissioner shall

The Commissioner shall adhere to policies, manage communication and oversee all activities of the Arizona Region Board of Directors and Region Office, to include the following areas:

1. Qualifications – Arizona Region Constitution, Article VI, Section 1, C. 1.
 - a. Must be a Regular member of the Arizona Region of USA Volleyball for three years prior to the appointment or election,
 - b. Must be able to pass a USAV Background Screen and be SafeSport Trained.
 - c. Must be involved with regional activities and operations for a minimum of three years prior to the election,
 - d. Must have a thorough knowledge of Arizona Region policies, rules, regulations and operational procedures as outlined in the Arizona Region Handbooks and Policy Manual.
 - e. Must be in Good Standing with the Arizona Region and USA Volleyball,
 - f. Must have served on the Board of Directors or the Junior Committee for a full term at least two of the previous four years before the election.
 - g. As a corporate officer must not have ever filed for either personal or corporate bankruptcy.

2. Administrative
 - a. Direct and manage the administrative and operational activities of the Board of Directors.
 - b. Define the responsibilities, appoint and supervise each of the following positions:
 1. Office Manager
 2. Office Staff
 3. Manager of the Website
 4. Marketing Director
 5. Ethics and Compliance Officer
 6. Outreach Director
 7. High Performance Director
 - c. Enhance and maintain relations with all other USA Volleyball Regions.
 - d. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their positions.

- e. Work with the Office Manager to implement all directives from USAV Board, USAV Staff and the Regional Volleyball Association Assembly (RVAA).
 - f. Review and approve/deny all sanction applications for local or national level events within the Arizona Region.
3. Representation
- a. Chair all meetings of the Arizona Region Board of Directors
 - b. Attend the two (2) scheduled RVAA meetings each year.
 - c. Be willing and available to participate on at least (one) 1 RVAA or USAV Board committee.
 - d. Coordinate with the Junior Division Coordinator in implementing programs and ideas put forward from the Junior Assembly of USA Volleyball
 - e. Coordinate with the Officials Division Coordinator in implementing training and organizational programs put forward by the Officials Assembly of USA Volleyball
 - e. Develop an understanding of the Junior Qualifiers and Boys Bid Tournaments; how they work and the benefits of participation in the qualifier process.
 - f. Attend the Junior Division Committee and Junior Forum meetings and be knowledgeable about junior issues in Arizona.
 - g. Attend the Officials' Division Steering Committee meetings and be knowledgeable about officials' issues in Arizona.
 - h. Demonstrate a commitment to the growth and development of volleyball in Arizona; junior and adult; male, female and co-ed; indoor and outdoor.
 - i. Demonstrate a commitment to the growth and development of both the Indoor and Beach/Sand Divisions of USA Volleyball.
 - j. Foster the professional growth opportunities for officials and coaches in association with their respective Division Coordinators.
4. Meetings
- a. Schedule, organize and conduct meetings of the Board of Directors of the Arizona Region of USA Volleyball
 - b. Coordinate with the Office Staff to schedule, organize and conduct the annual Board/Staff Retreat.
 - c. Coordinate with the Office Staff to schedule, organize and conduct the Annual Fall General Assembly.
5. Communication
- a. Be responsible for all forms of communication including, but not limited to:

1. All direct communication with Arizona Region membership
 2. All communication with Arizona Region Division leadership.
 - b. Report regularly at Board meetings and through the Arizona Region Newsletter, actions and activities of the Region Office and USA Volleyball.
 - c. Be willing and able to engage in community interaction to enhance the continued growth of the Arizona Region by
 1. Fostering communication between the Arizona Region and Arizona academic institutions.
 2. Developing relationships with other volleyball organizations as well as other sport-related entities.
 3. Defining and communicating the scope and responsibilities of Arizona Region Junior volleyball clubs and programs.
 - d. Write a minimum of one (1) article for every edition of the Arizona Region newsletter.
6. Documentation
 - a. Be knowledgeable of all membership forms, documentation and eligibility requirements as required by USA Volleyball
 - b. Have a working knowledge of the National registration system and Regional database.
 - c. Have a working knowledge of the registration process, insurance certificates and policies as they pertain to membership and eligibility.
7. Disciplinary
 - a. Conduct Region office personnel investigations of dereliction or malfeasance.
 - b. Chair the Appeals Committee for Ethics Committee issues.
8. Finance
 - a. Develop, oversee and maintain all phases of the Commissioner's budget
9. Miscellaneous
 - a. All other assignments as assigned by the Arizona Region Board of Directors.
 - b. Perform other duties and responsibilities as necessary to carry out the charges of the office.