

Roles of the Board of Directors- ARAA Volleyball

- Commissioner- even years 2022-2024
- Treasurer- odd years 2023-2025
- Communications/Secretary- even years 2022-2024
- House Volleyball Director- odd years 2023-2025
- Junior Olympic Volleyball Director- odd years 2023-2025
- Equipment and Uniform Coordinator- even years 2022-2024

Positions will be up for vote every 2 years (minimum 2 year commitments). Each position will vary on terms, odd or even years, to maximize members with experience within the board. Yearly background checks will need to be completed through ARAA. Our Treasurer, Communications and Equipment/Uniform board members shall receive 50 percent off per child who is participating in the ARAA Volleyball program. Our House and Junior Olympic Directors board members shall receive 100 percent off per child who is participating in the ARAA Volleyball program. If a board member coaches in the ARAA Volleyball program the remainder will be discounted. The discounts come out of volleyball's general fund.

Commissioner

Volleyball Commissioner will attend ARAA Board of Directors meetings, supervise all business and affairs of the organization; preside at all meetings of the membership and the Board of Directors; sign all official documents of the organization; appoint committees as needed; serve as ex-official member of any committees; and co-approve all expenditures prior to funds being issued. The commissioner will also act as the liaison between ARAA Volleyball and Anoka High School's Volleyball program.

Responsibilities include, but not limited to:

- Keep website up to date
- Volleyball email blasts through sportsengine
- Schedule and run monthly meetings
- ARAA big board responsibilities, gambling audits, meetings
- Assist other board members wherever needed

Treasurer

Treasurer will provide a monthly balance sheet showing ARAA Volleyball's expenditures to the ARAA Treasurer, shall have charge and custody of, and responsibility for, all funds of the Volleyball organization; receive and give receipts and/or invoices for money due and payable to the organization from any source. All monies in the name of the organization shall be deposited into the ARAA Volleyball bank account. The treasurer shall co-approve all expenditures prior to funds being issued; shall maintain all appropriate books and reports; and shall, upon completion

of duties, deliver all receipts, books, and reports to the newly elected Treasurer. The out-going Treasurer will conduct, with the ARAA Executive Board Treasurer, a financial audit of the Volleyball account.

Responsibilities include, but not limited to:

- Checks and balances
- Quickbook
- Payment/reimbursement of items purchased by board members
- Pay for tournaments, gym rental, etc as needed
- Contact JO coaches for coaching payment and reimbursement of fees
- Get w9s, w2s to paid coaches
- Commissioner will assist Treasurer where needed
- Treasurer will assist other board members where needed

Communications/Secretary

Communications will prepare the agenda for monthly meetings, take the minutes of full board meetings and maintain a list of attendees and provide a copy via email of the minutes to the Officers before the next board meeting. Meeting minutes should be sent to the Commissioner to be added to the Volleyball webpage. Communications will manage social media posts, email blasts and submit the monthly ARAA newsletter submission.

Responsibilities include, but not limited to:

- Request written information from each board member to assist in communication type
- Prepare the agenda for monthly meetings
- Take attendance and minutes at all meetings for website posting
- Advertising (flyers to schools, programs, etc)
- Social media posts, Facebook etc.
 - Pictures, league information, registration information, camps or clinics, etc.
- Monthly ARAA Newsletter submission
- Utilize gmail address and drive. Commissioner will have access to this information and must be made aware of password changes.
- All Communications must have the Commissioner approval prior to submission or posting and the commissioner must be CC'd in all emails
- Compilation of email blasts
- Commissioner will assist Communications where needed
- Communications will assist other board members where needed

House Volleyball Director

The House Director will oversee all aspects of the House program and its participants. They will report directly to the Commissioner and the Commissioner will be available where needed. The House Director is responsible for finding coaches, scheduling all gyms and locations,

working with neighboring associations and creating and managing the schedule. They communicate with all facilities we use for practices and events for gym time needed. The House Director will work with the Equipment/Uniform coordinator for equipment and apparel assistance and photography scheduling.

Responsibilities include, but not limited to:

- Run the House Program
- Get Information to Communications for newsletters or social media posts
- Assist Equipment and Uniform with shirts and equipment handout and return
- Recruit volunteer coaches
- Email list of coaches to ARAA Player Safety for background checks
- Reserve Gym space with Lord of Life from early September to late October
- Help with coaching clinic
- Create schedules
- Create teams
- Work with neighboring associations for crossover games
- Communicate with coaches
- Organize an end of the year coach and facility thank you
- Utilize gmail address and drive. Commissioner will have access to this information and must be made aware of password changes
- Commissioner will assist House Director where needed
- House Director will assist other board members where needed

Junior Olympic Volleyball Director

The Junior Olympic Volleyball Director will oversee all aspects of the Junior Olympic program and its participants. They will report directly to the Commissioner and the Commissioner will be available where needed. The Junior Olympic Volleyball Director is responsible for finding coaches, scheduling all gyms and locations and creating and managing the schedule. They communicate with all facilities we use for practices and events for gym time needed. The Junior Olympic Volleyball Director will be the liaison between NCR/USAV/AES/JVA/Tournament hosts and the teams. The Junior Olympic Volleyball Director will work with the Equipment/Uniform coordinator for equipment and apparel assistance and photography scheduling.

Responsibilities include, but not limited to:

- Run the JO Program
- Get Information to Communications for newsletters or social media posts
- Assist equipment and uniform with ordering timeline, equipment handout and return
- Recruit coaches
- Pick a tryout date(s)
- Communicate with treasurer coaching information
- Email completed background checks from USAV to ARAA Player safety

- Contact Anoka Hennepin Community Ed for scheduling
- Schedule and pay for tournaments
- Work with NCR/USAV
- Liaison between NCR/USAV and teams
- Communicate with coaches important information, schedules, tournaments etc.
- Organize an end of the year coach thank you (scrimmage/game)
- Utilize gmail address and drive. Commissioner will have access to this information and must be made aware of password changes
- Commissioner will assist JO Director where needed
- JO Director will assist other board members where needed

Equipment and Uniform Coordinator

The Equipment and Uniform coordinator shall ensure that the program has the necessary equipment to support the program. The Equipment and Uniform Coordinator shall be responsible for distributing and collecting equipment from coaches each year; maintaining an inventory of equipment and soliciting bids when necessary to replace equipment. They work with the House Director and Junior Olympic Volleyball Director for apparel and any trophies or medals or equipment needed. The Equipment and Uniform Coordinator is responsible for setting up team stores, uniform selection and fittings if necessary, placing orders, and distributing items.

Responsibilities include, but not limited to:

- Utilize gmail address and drive. Commissioner will have access to this information and must be made aware of password changes
- Work with both the House Director and JO Director to compile, order and distribute uniforms and equipment
- House- t shirts, end of the year medal/trophy
- JO- team store, uniform sample packs, uniforms, coaches shirts, USAV handbooks for coaches every year.
- Create an inventory sheet, equipment checkout sheet
- Keep track of inventory and make sure everything is returned.
- Assess equipment quality and order new as needed with approval from the Commissioner/board.
- Schedule pick up and drop off dates for equipment
- Work with the House Director and JO Director to schedule a photography date. Create logo/style for pictures.
- Commissioner will assist Equipment/Uniform Coordinator where needed
- Equipment/Uniform Coordinator will assist other board members where needed

