

# Arizona Region Secretary

## Reports to the Board of Directors

Arizona Region of USA Volleyball – September 1, 2018

Qualifications: Constitution Article VI, Section 1, C. 3

Secretary – To be an eligible candidate

- 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 remain current in SafeSport Training during their term of service.
- c. Must be involved with regional activities and operations for a minimum of five years prior to the election or appointment,
- 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. As a corporate officer must not have ever filed for either personal or corporate bankruptcy.

Job Purpose: To record, manage and direct all activities of the Secretary of the Arizona Region.

Job Description: The Arizona Region Secretary is responsible for directing and managing the corporate administrative activities of the Arizona Region. The Secretary is responsible for all duties related to communication within and throughout the Arizona Region and with the rest of the USAV Regions.

Job Responsibilities: Arizona Region By-Laws Chap 2, Section 4. C.

With respect to each of the following categories, the Secretary shall:

1. Administrative
  - a. Manage the administrative and operational activities of the Region.
  - b. Prepare and distribute the Board of Directors meeting agenda in a timely manner to the Board members.
  - c. Prepare and distribute meeting minutes in a timely manner to members of the Board of Directors and publish on the Region website.
  - d. Update, record and publish all corporate manuals.
  - e. Advise the Board of Directors of any communications regarding regional operations and management from the USAV.
  - f. Enhance and maintain relations with all other USA Volleyball Regions.

- g. 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.
  - h. Have access to and be able to use all necessary technology.
  - i. Advise the Board of Directors of any problem that could affect the Arizona Region.
2. Representation
- a. Attend, either in person or by conference call, all meetings of the Region Board of Directors.
  - b. Attend the annual Arizona Region Board and Staff Retreat.
  - c. Report all information and proposals to the Board of Directors related to communication and fundraising.
3. Meetings
- a. Prepare and distribute the agenda for the next Board of Directors meeting to the Board members at least three days prior to the meeting.
  - b. Prepare and distribute meeting minutes in a timely manner to members of the Board of Directors and Club Directors.
  - c. Act as Chair of the Board of Directors meetings in the absence of the Commissioner.
4. Communication
- a. Be responsible for all forms of communication including but not limited to:
    - 1. All communication between USAV and the Region
    - 2. All communication with other USAV Regions
    - 3. All communication between the Region leadership and membership.
  - b. Report regularly at Board meetings all communication with USAV.
  - 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/programs
    - 4. Mentoring, monitoring and assessing the development of newly formed Adult and Junior programs.
  - d. Write a minimum of one (1) article for every edition of the Arizona Region Newsletter.
5. Documentation
- a. Be knowledgeable of all membership forms and documentation as required by USA Volleyball.
  - b. Be knowledgeable of the Regional database, National Registration System, and communicate with the Member Services Division of USA Volleyball.
  - c. Be knowledgeable of the registration process, insurance certificates and policies as they pertain to membership.

6. Disciplinary
  - a. Assist the Ethics Compliance Officer with Region investigations of misconduct.
7. Finance
  - a. Develop, oversee, and maintain all phases of Secretary's budget.
8. Miscellaneous
  - a. All other assignments as assigned by the Region Board of Directors.
  - b. Perform other duties and responsibilities necessary to carry out the charges of the office.