



APPLICATION FORM: Gay Ottawa Volleyball Officer
FORMULAIRE DE CANDIDATURE: Dirigeant de Gay Ottawa Volleyball

Officer position you are applying for (please check one and use a different form for each position for which you are applying):

Poste pour lequel vous appliquez (veuillez cocher une case seulement, et utiliser un autre formulaire pour chaque poste sur lequel vous appliquez):

- President | Président
- Vice-President (Operations) | Vice-président (opérations)
- Vice-President (Finance) | Vice-président (finances)
- Vice-President (Administration) | Vice-président (administration)

What experience would you bring to the position? | Quelle expertise amèneriez-vous au poste?

What would you want to achieve in the role? | Que souhaiteriez-vous accomplir dans ce poste?

Is there anything else you would like to add? | Autre chose dont vous souhaitez nous faire part?



Position Descriptions

President

Is the Officer responsible for the management of GOV's day-to-day operations. Appointed by the Board, the President's duties are to:

- Manage GOV's day-to-day operations, including appointing coordinators;
- Execute GOV's strategic plans and direction;
- Act as the primary liaison between the Board and GOV's management team;
- Provide timely advice and information on GOV operations to the Board;
- Ensure that Board decisions are carried out effectively and in a timely manner;
- Expend GOV funds within the annual budget and subject to Board decisions;
- Act as GOV's primary spokesperson to the membership, media and public;
- Ensure GOV activities are conducted legally, ethically and aligned with GOV policies;
- Enter into contractual arrangements on behalf of GOV;
- Preside at Member meetings; and
- Chair the Tournaments Committee.

Vice-President (Operations)

Is the Officer that oversees GOVcore programming. Appointed by the Board, the Vice-President(Operations) reports to the President operationally and executes the following duties:

- Oversee the delivery of GOV core programming, including supervising GOV's Drop-in, League, Skills Development and Facilities & Equipment coordinators;
- Ensure facilities and equipment are available for the delivery of GOV programming;
- Develop a proposed annual budget for GOV programming;
- Enforce GOV's Code of Conduct, as well as GOV House Rules;
- Chair the Core Programming Committee; and
- Perform such other duties upon request of the President.



Vice-President (Administration)

Is the Officer responsible for maintaining the custody and management of GOV records and overseeing GOV's administrative affairs, as well as serving as the Secretary to the Board of Directors. Appointed by the Board, the Vice-President (Administration) reports to the President operationally, and to the Chair of the Board as Secretary, and executes the following duties:

- Plan and organize meetings of the Directors and Members, including providing notice, distributing materials, and arranging a physical venue (or electronic facilitation);
- Create an annual calendar of Board meetings;
- Develop a proposed annual budget for GOV administration;
- Develop a Board forward agenda and meeting agendas;
- Record the minutes of meetings of the Directors and Members;
- Track the status of tasks and deliverables following Board meetings;
- Facilitate effective Director and Officer transitions;
- Maintain systems for GOV correspondence and information management;
- Retain Board and GOV official records and documentation; and
- Perform such other duties upon request of the President and/or Chair.

Vice-President(Finance)

Is the Officer responsible for GOV's financial management and advising the Board on financial issues and risks to support the exercise of its fiduciary responsibilities. Appointed by the Board, the Vice-President (Finance) reports to the President operationally and executes the following duties:

- Maintain the custody of GOV funds and a complete record of all financial transactions;
- Oversee the application of GOV financial policy, procedures, and internal controls to protect against mismanagement, fraud, theft or abuse;
- Ensure legal compliance with all applicable financial and tax requirements;
- Prepare GOV's annual budget and periodic budget amendments as required;
- Ensure all expenditures have a source of funds and respect budget allocations;
- Provide quarterly updates to the Directors on finances or as requested by the Board;
- Prepare and certify annual financial statements for Board approval and presentation to annual meetings of the Members;
- Supervise GOV's accountant and/or bookkeeper;
- Liaise with GOV's auditor as required;
- Serve on the Policy, Finance and Governance Committee; and,
- Perform such other duties upon request of the President.