



## Job Description Vice-President

General Description	
<b>Position Term:</b> 2 Year – Elected Position	<b>Position Status:</b> Voting member of the Executive Committee
<b>Honorarium:</b> \$1000.00/annum	
The Edmonton Volleyball Officials Association Vice-President assists with zone activities, assists with discipline and acts as a proxy for the President.	

Duties:
<b>Administrative:</b> <ul style="list-style-type: none"><li>• Assists with Zone activities as delegated by the Zone Officials Coordinator (ZOC)</li><li>• Assists the President with discipline</li><li>• Acts as the executive liaison to the Social and Awards Committees</li><li>• May have signing authority for Zone bank account</li><li>• Proxy for President</li><li>• Relief coverage for all executive positions in the absence</li><li>• Maintain and manage online resources and EVOA website</li></ul>
Qualifications:
<ul style="list-style-type: none"><li>• Must have proficiency in website management including site management platforms (Wix).</li><li>• Must be adept at creating appropriate content for website as identified by Executive Committee/membership</li><li>• Have knowledge of appropriate linkages/industry standard to web content outside of the EVOA site</li><li>• The position of VP may be held by any certification referee in good standing</li></ul>
Accountability & Benchmarks:
<p>The Executive of the position of Vice-President will be considered successful when:</p> <ul style="list-style-type: none"><li>❑ Maintains all EVO website sections up-to-date with the latest and current resources and information, and assures its functionality in all its views (Desktop and Mobile modes).</li><li>❑ Considers membership suggestions on the EVO webpage and with consensus of the EC makes modifications and major changes to the EVO website.</li><li>❑ Manages feedback from website.</li><li>❑ Provides coverage in the absence of other executive members.</li><li>❑ In coordination with the Social Committee organize at least two social events a year, open to all membership.</li><li>❑ Maintains Social Committee Budget.</li><li>❑ Assures that the Award Committee gives yearly awards for each level of officials.</li><li>❑ Maintains log of award recipients in the Dropbox.</li></ul>