



## General Description

Under the direction of the Executive Committee, the Executive Director acts as the Chief Administration Officer and is responsible for all of the planning, organization and development of Volleyball Manitoba's Association. The Executive Director is responsible for the success of the Association and must collaborate with all stakeholders to ensure programs, events and activities are successful.

The Executive Director will take a leadership role with the Association and must possess exceptional leadership and communication skills. This position requires a strategic thinker that can anticipate future consequences and trends accurately. The Executive Director needs to be able to create and manage competitive and breakthrough strategies and plans.

Preference will be given to candidates with proven experience and track record in the Volleyball Manitoba community, having past/present participation in any of the following role(s): player, coach, administrator or any other active capacity.

## THE EXECUTIVE DIRECTOR MUST ACT AS:

1. A **leader** in terms of motivating and organizing VM Staff, members of the Executive and Board of Directors, various committees and the Association's membership.
2. A **planner** in the formation of Association policy and other decisions at the Executive and Board of Directors level.
3. A **communicator** in terms of channelling information to ensure the efficient functioning of the Association's operations and the development of the public image of the Association.
4. An **implementer** in terms of carrying out the Association's policies and procedures and ensure decisions follow the strategic plan.
5. A **marketer** in terms of promoting Association programs, events, activities and benefits while assuring the financial well-being of the Association.

## **LEVEL OF AUTHORITY**

Reports to: Executive and Board of Directors

Supervises: VM Staff

Works with: Executive  
Board of Directors  
VM Staff  
Other Provincial Sport Organizations (PSO's)  
Sport Manitoba  
VM membership  
Sponsors  
Volleyball Canada  
MVOA

## **Power of Decision**

The Executive Director has the authority to take measures that are necessary to the daily management of the organization in accordance to the policies and programs in force as set out by the Executive and Board of Directors within budgetary limitations. Any decisions beyond these limitations are to be approved by the Executive.

## **Education**

Candidates should have a Degree in Recreation Studies, Sport Administration, or Physical Education with extensive experience in sport and volleyball.

## **Key Responsibilities**

- 1. Finances**
- 2. Administration**
- 3. Marketing and Sponsorship**
- 4. Planning and Organizing**
- 5. Agency Liaison/Profile**
- 6. Leadership**
- 7. Other**

## **1. Finances**

- Establish and monitor budgets and accounting systems in all areas of the Association. Develop a system that can be adopted by the appropriate staff to ensure fiscal accountability.
- Evaluate all programs and events in terms of the financial viability and make changes as required.
- Coordinate the preparation of the Association's Annual Budget
- Coordinate the annual auditing process

## **2. Administration**

- Maintain constant communication and develop feedback loops with all VM staff with regards to the process of programs, time management, budgets, upcoming events, and long term planning
- Monitor all VM staff timetables and work schedules

## **3. Marketing and Sponsorship**

- Pursue new programs, events, marketing strategies and sponsorship opportunities to generate new sources of revenue for the Association.

## **4. Planning and Organization**

- Assist the Executive and Board of Directors in the development of policy, procedures, plans, goals, and objectives for the Association.
- Annually review all policies and procedures of the Association to ensure they are effective, efficient and current.
- Ensure all decisions related to the Association are in line with the Association's strategic plan.
- Ensure decisions promote the growth and development of the Association and the sport of volleyball.

## **5. Agency Liaison / Profile**

- Represent or ensure there is representation of VM at all VM events, special events held in Manitoba, Volleyball Manitoba meetings and government meetings.
- Maintain communications and liaise with other agencies, corporations, governments and sport bodies.
- Establish events, programs and policies to further the position and profile of VM within the volleyball and sporting community.

## **6. Leadership**

- Provide direction and guidance in all areas of the Association to ensure success.
- Be a leader in all programs and events of the Association.
- Provide leadership to the Executive, Board of Directors, MVOA, direct reports, volunteers, and the general membership.

## **7. Other**

- Any other duties or responsibilities that would enhance the growth and success of the sport of volleyball as so initiated or directed by the Executive.