



LONDON VOLLEYBALL ASSOCIATION

CHAIR

ROLE & DESCRIPTION

To co-ordinate the affairs of the London Volleyball Association. The Chair is responsible for the ultimate achievement of the strategic ambitions of the LVA as well as the overall management of its operational activities.

MAIN DUTIES

- To be responsible for managing the affairs of the London Volleyball Association.
- To coordinate and shapen the strategic vision of the Executive.
- To Build and strengthen an effective team and associated volunteer workforce.
- To keep open communication channels with members of the Executive Committee and inform them of any instant decisions taken.
- To mediate any conflicts so that all sides can agree on a common goal and purpose.
- To chair and control Executive Committee meetings and General meetings.
- To coordinate with the Secretary the agenda and minutes of meetings.
- Hold the casting vote in the event of a split decision.
- Monitor and evaluate the progress of agreed actions – both short term and strategic
- Ensure that succession and forward planning are integral and ongoing in the LVA.
- In conjunction with the Secretary and Treasurer present the annual report and accounts respectively.
- Keep a close working relationship with Volleyball England in order to advocate on behalf of the region's local need while also ensuring the region is aligned with national strategies and attend meetings when requested.
- To represent The Association to current and potential stakeholders in London.
- To ensure that the finances of the Association are conducted efficiently and on time.
- Represent London Volleyball at formal occasions such as official functions and presentations.

SKILLS/QUALITIES REQUIRED

- Someone with excellent knowledge of Volleyball in London
- Good knowledge of the constitution of the LVA, the general rules for committee procedure, current affairs and business in hand.
- Leadership and communication.
- Negotiator. Peacemaker. Consensus gatherer.

COMMITMENT

To chair the AGM once a year, deal with any Association issues as and when they arise and attend and chair Executive Committee meetings.

Revision History

22 Apr 20: Version 0.1

14 Jun 20 Version 0.3