



LONDON VOLLEYBALL ASSOCIATION

LEAGUE SECRETARY

ROLE & DESCRIPTION

To oversee the operation of the London league directing and supporting the League Divisional administrators.

MAIN DUTIES

- Managing the team of Divisional administrators to ensure each division is well run.
- Deliberating and interpreting league rules.
- Creating and updating league tables.
- Responsible for the management of the London League in accordance with the decisions of the executive committee
- Manage the maintenance of the League results system.
- Chairing the Annual League Meeting
- Present and feedback improvements and initiatives to the Executive Committee and make recommendations based on the acquired knowledge of the league sub committee.
- Manage the arrangements for the initial league fixture generation.

SKILLS/QUALITIES REQUIRED

- Good understanding of volleyball and how leagues operate.
- Able to make fair decisions and justify them.
- Communication skills

COMMITMENT

- Able to commit time on a regular basis to oversee progress of the league, making judgements and dealing with queries.
- To attend Executive Committee meetings.

Revision History

23 Apr 20: Version 0.1

14 Jun 20: Version 0.2