



Volleyball Isle of Man Association

POLICIES AND PROCEDURES

Association Committee Structure



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Date Issued: June 2023


Amendment Number: 2 (Second Edition)

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NUMBER	APPROVAL DATE	SECTION (PARAGRAPH)	DETAILS	AUTHOR
1	2021	All (All)	-First edition was written	EG, FH, NW
2	June 2023	All (All)	-New formatting	NW

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1. General

This document outlines Volleyball Isle of Man (VBIOM) Association's committee structure, including the various roles and their responsibilities, along with the current members filling those positions.

2. Roles and Responsibilities

Role	Responsibility	Current Holder
Chairperson (1)	To provide leadership. To ensure the Executive Committee functions properly. To ensure the organization is managed effectively. To represent the organization as its figurehead. Lead in the development of volleyball at all levels on the island, with a particular focus on youth sessions and growing volleyball in schools.	Jennifer Moret
Secretary (1)	Ensuring meetings are effectively organized and minuted. Maintaining effective records and administration. Upholding the legal requirements of governing documents, charity law, company law etc. (where relevant). Communication and correspondence.	Natalie Wood
Treasurer (1)	General financial oversight. Funding, fundraising and sales. Financial planning and budgeting. Financial reporting. Banking, book keeping and record keeping. Control of fixed assets and stock.	Emma Goosey
Welfare Officer (2)	Primary responsibility for managing and reporting concerns about children and adult players and for putting into place procedures to safeguard children in the association.	Carl Potenciano/ Lisa Quilliam

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	The welfare officer will be responsible for managing equality and diversity of the association, and will be an initial point of contact for complaints, grievances and dispute management.	
Fixtures Secretary (1)	Creating a schedule for on island league, including modifying fixtures when requested by teams. Coordinating entry into any off island leagues VBIOM decides to enter and being point of contact with league organizer, and communicating with the teams about dates of fixtures. Updates local league table after matches.	Leo Morris
Social Officer (2)	To promote activities of the association with the aim of increasing membership, raising funds or improving the club's reputation. Management of the club's fundraising strategy. Organizing fun, social events, along with coordinating media and marketing campaigns.	Lucy Dacey & Jason Philbin
Multi-media Manager (2)	To be responsible for updates to social media pages including Facebook, Instagram, Twitter, etc.	Renz Ferrer
Members at Large (0-2)	To provide assistance to other members of the committee and the club as and when required.	

Any event not within the scope of the duties listed above will be delegated by the executive committee.

All committee members can be contacted by emailing iomvolleyball@gmail.com or messaging the Facebook page - the secretary will direct the query to the appropriate member. For safeguarding or welfare queries please email a welfare officer directly.

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