

State College Volleyball, Inc.

Board of Directors

Commissioner

The Commissioner is the spokesperson of SCVolley.

The following responsibilities are designated to the Commissioner:

- Preside at all meetings of SCVolley.
- Be available to attend meetings of affiliated organizations which relate to the business of SCVolley or delegate an authorized representative to represent SCVolley.
- Be responsible for maintaining a lease agreement with an appropriate athletic facility for the entire season.
- Make an annual report on the state of the SCVolley within one month of the end of the most recent season.
- Be responsible for the overall strategic direction of the Club.

Financial Officer

The Financial Officer is responsible for the finances of SCVolley.

The following responsibilities are designated to the Financial Officer:

- Have charge of all finances of the Club.
- Maintain a checking account in a bank approved by the Board.
- Be the resident agent of SCVolley.
- Report, at each Board meeting, on the Club's financial condition and include all moneys paid and received by the Club since the last report.
- Submit an itemized report of the Club's inventory to the Board.
- File a tax return with SCVolley for coverage as a non-profit organization.
- Acquire liability insurance for the league at least one month before the start of the season.
- Pay the facility fee to the league venue.
- Determine, collect, and manage the team fees.
- Generate an end-of-season financial report.
- Fill out a gym use form, if necessary, and/or acquiring a contract from the league venue.

Scheduling Officer

The Scheduling Officer is responsible for maintaining the league calendar and standings.

The following responsibilities are designated to the Scheduling Officer:

- Create the league schedule, to be released at least two weeks before the start of the regular season. The league schedule will include playoff dates.
- Maintain the schedule on the SCVolley website in accordance with SCVolley rules governing web page management.
- Maintain a weekly score management system. The results must be recorded through a standings management system and published on the SCVolley website within 48 hours of the end of the week's matches.

Internal Communications Officer

The Internal Communications officer is responsible for corresponding with both current league members and individuals/teams that have expressed interest in joining SCVolley.

The following responsibilities are designated to the Internal Communications Officer:

- Ensure that SCVolley and each affiliated team are in good standing with each respective league or organization.
- Have charge and keep record of all correspondence within SCVolley.
- Publish the Board of Directors meeting agenda to the Board of Directors at least one (1) working day prior to the respective meeting.
- Maintain a record of meeting minutes and attendance at Board meetings.
- Notify the league of events open to general membership.
- Maintain a list of available new players wishing to join a SCVolley team.
- Maintain a waiting list for new teams to join SCVolley.
- Maintain a home page in accordance with SCVolley rules governing web pages to be accessible to members.

External Communications Officer

The External Communications Officer is responsible for promoting the league to the greater community.

The following responsibilities are designated to the External Communications Officer:

- Propose and enact a comprehensive advertising campaign that markets the league to State College residents and Penn State students.
- Participate in community outreach events (for example, LION Bash).
- Maintain a page/pages on the SCVolley website and social media to communicate with non-affiliated members and sponsors in accordance with SCVolley rules governing web pages.

- Communicate with current and potential league sponsors.