

SUN CITY LINCOLN HILLS WATER VOLLEYBALL CLUB
Steering Committee Job Descriptions
Updated October 2019

Available positions for 2019 – 2021 (2-year commitment)

TITLE	JOB DESCRIPTION
Chairperson	<ol style="list-style-type: none"> 1. At the first of the year, contact Shelvie Smith at (916) 625-4021 or shelvie.smith@sclhca.com to verify that the Multimedia room has been scheduled for the next eleven monthly meetings, which occur on the second Tuesday of the month from 6:00 pm to, no later than, 8:45pm. (Reservation form should have been submitted and acknowledged by November of previous year and copy should be in Executive binder.) 2. Make certain that bank account signatory information is up to date by meeting with a banker at the beginning of January. 3. Complete the "Club Contact Form" and forward to Shelvie Smith at shelvie.smith@sclhca.com, whenever changes occur. 4. About 10 days prior to the meeting, solicit New Business agenda items from the Steering Committee members. 5. At least 5 days in advance of the monthly meeting, prepare an agenda for the Steering Committee members and for posting to the website. 6. Conduct the monthly meeting in accordance with a moderate interpretation of Robert's <i>Rules of Order</i>. 7. Oversee recruitment and election of new Steering Committee members in accordance with Bylaws. 8. Conduct the club's annual general meeting. 9. Work with the Email Coordinator to send out emails when appropriate. 10. Maintain the Executive binder and confidential Disciplinary records. 11. Perform any other tasks needed to keep the club functioning smoothly. 12. Meet with members of the Sun City Lincoln Hills staff, as needed. 13. Serve as the main contact person for the Water Volleyball group.
Secretary	<ol style="list-style-type: none"> 1. Take minutes during meetings and send a finished version to Steering Committee members prior to the next meeting to preview for approval. 2. Keep a copy of minutes in the Water Volleyball binder (secretary is responsible for storage and safekeeping of binder). 3. Is responsible for updating the "Rules & Best Practices" document. 4. Assist the Chairperson with rules of order during meetings (approving minutes, making and seconding motions, taking votes, call to order and adjournment, etc.).

Treasurer & Membership Chairperson	<ol style="list-style-type: none"> 1. Accept WVB applications and liability waivers from new members 2. Collect dues from all active members by prior to the first Steering Committee meeting in January or no later than January 10, whichever comes first. 3. Maintain current membership roster 4. Notify all Steering Committee members and club photographer of roster changes 5. Maintain a list of alternate contact information for members who do not have email; send list to Steering Committee chairman and E-mail Coordinator 6. Maintain Financial Records binder 7. Maintain sign-in sheets for attendance (if their use is reinstated) 8. Deposit dues and pay obligations, including website fees 9. Maintain WVB bank account and reconcile to statement monthly 10. Prepare monthly financial report and membership report to be presented to the Steering Committee 11. Handle any other matters of a monetary nature that might arise 12. Serve as a member of the Recreational Play Sub-Committee (optional)
Training Administrator	<ol style="list-style-type: none"> 1. Insure that WVB mentors are available to staff all training sessions. 2. Evaluate and assess new training ideas/concepts to encourage growth and enjoyment of the sport by all members (i.e. willing to try new things to stimulate interest.) 3. Encourage all that are interested in becoming a Trainer and to, thus, share their knowledge. 4. Help provide, through training, an environment that promotes vigorous recreational activities for senior citizens who want to participate in an organized sport. 5. Coordinate the production of training videos for the club.
E-Mail Coordinator	<ol style="list-style-type: none"> 1. Maintain an up-to-date email address list of members and their assigned play level. Also any committee assignments they may have. 1. Communicate with members on behalf of the Steering Committee. 2. Forward member emails to the appropriate Steering Committee member(s). 3. Contact members without email, via alternate method, whenever necessary.

Competitive Play Coordinator	<ol style="list-style-type: none"> 1. Chair regularly scheduled meetings of the Competitive Play Subcommittee; set agenda and maintain minutes 2. Provide monthly update and recommendations to the Steering Committee regarding competitive players 3. Oversee the following functions of the CPSC: <ul style="list-style-type: none"> • Weekly captains assignment process • Competitive players extended absences process 4. Work with the Recreational Play Coordinator to facilitate the bi-annual ranking process to insure that the tallying process is unbiased and confidential 5. Advise Treasurer of roster changes after each ranking period or whenever changes occur 6. Work with the Training Coordinator to provide needed training for competitive players 7. Work with the Recreational Play Coordinator to <ul style="list-style-type: none"> • Ensure continuity of desired skills development and assessment • Ensure effective transition between Recreational and Competitive levels • Make play schedule recommendations that provide equal opportunity for all levels and types of players
Communications Coordinator	<ol style="list-style-type: none"> 1. Write and submit monthly articles for the <i>Compass Magazine</i> by the 23rd of the month. The contact is Theresa M. Renken, Compass Coordinator, (916) 625-4014 or email Theresa.Renken@sclhca.com. Submit each article to http://fruitridge.net/suncity/main.html 2. Write and submit monthly articles for <i>Sun Senior News</i> by the 15th of the month. Contact information: Liz Goldthorpe at gnews@egnews.com. 3. Send PDF publication copies of articles to Webmaster 4. Organize participation in annual <i>It's the Lifestyle Expo</i>, if Steering Committee approves participation 5. Gather pictures of club activities from others or take photos to submit with articles 6. Maintain club binder at Kilaga Fitness desk as a club communications too 7. For sign-making purposes (lamination), contact the Fitness staff (not the front desk monitor) at Orchard Creek Fitness to arrange lamination. Location: as you walk into Orchard Creek Fitness, go to the end of the left-hand wall where the aerobics room is and turn left; staff's office is the second door on the left. They need to operate the machine and it is free for use by any Lincoln Hills Club for club-related items.

Equipment Manager

1. Padlock combination for the poolside equipment lockers: **left** 20-34-20, **center** [REDACTED], and **right** [REDACTED]
2. On non-play-days, perform functional check of equipment (inflate balls as needed, repair broken parts).
3. Home Depot will have all parts needed, at a lower price than Lowe's, to maintain repair of equipment. Plumbing dept for the white PVC parts; Electrical dept for the gray conduit parts.
4. Reimbursement of expenses: if needed, write on receipt what the purchased part(s) is for. Turn in original receipt(s) to Club Treasurer for reimbursement.
5. For sign-making purposes (lamination), contact the Fitness staff (not the front desk monitor) at Orchard Creek Fitness to arrange lamination. Location: as you walk into Orchard Creek Fitness, go to the end of the left-hand wall where the aerobics room is and turn left; staff's office is the second door on the left. They need to operate the machine and it is free for use by any Lincoln Hills Club for club-related items.
6. Prior to any major expense, email Sun City Lincoln Hills Facilities Manager (Cesar Orozco) at cesar.orozco@schca.com for assistance. In the past, these expenses have been absorbed by the Facilities group.
7. Orchard Creek Fitness aerobics room: There is a storage room in this aerobics room (if locked, front desk monitor has key), which contains the net needed for setup in the outdoor lap pool (summer only with arranged dates by the Fitness staff). From the Kilaga poolside equipment locker, bring the following equipment for outdoor lap pool setup: one (1) scorekeeping device, three (3) red balls.
8. The center poolside locker at KS has the black bag which contains the parts for setup of land volleyball for potlucks at the Sports Pavilion.
9. Ball replacements: Red, white, and blue balls from Epic Sports, <http://www.epicsports.com>, and red balls from Gopher Sports, <https://www.gophersport.com>.

Recreational Play Coordinator	<ol style="list-style-type: none"> 1. Facilitate the Recreational Play Program <ol style="list-style-type: none"> a. Chair regularly scheduled meetings of the Recreational Play Subcommittee (RPSC) b. Set agendas and maintain meeting minutes 2. Provide monthly updates and recommendations to the Steering Committee regarding recreational players 3. Oversee the following functions of the RPSC <ol style="list-style-type: none"> a. New player Orientation Program b. Recreational Players Skill Level c. Mentor Program 4. Work with the Training Coordinator on needed training for recreational players 5. Work with the Competitive Play Coordinator to <ol style="list-style-type: none"> a. Ensure continuity of desired skills development and assessment b. Ensure effective transition between Recreational and Competitive Levels c. Make play schedule recommendations that provide equal opportunity for all levels and types of players 6. Work with the Competitive Play Coordinator to facilitate the bi-annual ranking process
Social Activities Coordinator	<p>There are six special activities per year.</p> <ol style="list-style-type: none"> 1. Potluck and land volleyball the first Sunday in May and the second Sunday in September at the Outdoor Pavilion. 2. Outdoor water volleyball in the Orchard Creek lap pool the second Sunday in June, July and August. 3. A holiday social event either in the Fall or Winter. <p>The Social Activities Coordinator is responsible for scheduling these events and scheduling the facility for the event. Communication with the SCLH staff should be by email so there is a record of the activities and responses.</p> <ol style="list-style-type: none"> 1. Potluck and Land Volleyball. Complete the Banquet Event Order (BEO) which specifies the date, time and location (Sports Pavilion) of the potluck. Request a \$30 check from the Treasurer. Contact Shelveie Smith (916-625-4021) or email Shelveie.Smith@sclhca.com to make an appointment to take form and check. Once signed, give a copy of BEO to Treasurer. The net is stored with the Equipment Manager, Bring 4 red ball and counter from the Kilaga equipment locker. Prepare signup sheets 3 weeks before the event to be posted at the Kilaga desk. Responsible for purchase of utensils, tablecloths, water. 2. Outdoor Lap Pool Water Volleyball. Contact Deborah McIlvain (916-625-4031) or email Deborah.McIlvain@sclhca.com to notify her of

	<p>requested dates. No form is required as the lap pool cannot be reserved. A notice will be posted the day of the event that the lap pool will be closed from 5:30-7:30 pm. Send Deborah a reminder the week of the event. The nets are stored in the OC storage room. Bring 4 red ball and counter from Kilaga equipment locker.</p> <p>3. Holiday Party. Contact Kathy Cameron (916) 625-4043) or email Kathy.Cameron@orchardcreeklodge.com to reserve a room, either the OC Ballroom for a Christmas Party (the first Saturday of December, need to guarantee 100) or the Kilaga Springs facility for a Fall Fling (the second or third Saturday of October). Complete a BEO which specifies the date, time and location of the event. Request a \$50 check from the Treasurer. Make an appointment with Kathy. Once the BEO is signed, give a copy to the Treasurer. Responsible for decorations and setup.</p> <p>4. Interaction with Members. In the event of a member's absence due to extended illness or accident, the Social Activities Coordinator will contact the involved member via email to ask if the general membership could be notified of the circumstances. If agreed, information will be forwarded to the E-mail Coordinator for distribution.</p>
Webmaster	<ol style="list-style-type: none"> 1. Oversee the content included in the club website, www.lhwatervolleyball.com 2. Maintain list of website documents and corresponding members responsible for content 3. Update monthly content <ol style="list-style-type: none"> i. Home page <ol style="list-style-type: none"> 1. Mark Your Calendars 2. New Members ii. Steering Committee page <ol style="list-style-type: none"> 1. Agenda: current + past month 2. Minutes: current + past month 4. Update other content <ol style="list-style-type: none"> a. Member Pictorial Directory – as needed b. Document updates – from responsible owner, as needed c. New documents d. Site content as directed by the Steering Committee <ol style="list-style-type: none"> i. Bringing a laptop to Steering Committee meetings for website review and immediate updates is recommended e. Website design 5. Administer website polling <ol style="list-style-type: none"> a. For Steering Committee positions

	<ul style="list-style-type: none">b. Voting on other topics – as needed <p>6. Approximate monthly time commitment</p> <ul style="list-style-type: none">a. Normal maintenance and committee meetings: 8 hours/monthb. Additional research and design when applicable: 8-20 hours/month
Mentor Coordinator	New Steering Committee position created in May 2019. Will stand for election in the Fall of 2021. Job description to follow soon.