

Arizona Region of USA Volleyball
Office of the Secretary/Treasurer

C. Qualifications/Eligibility for Office

Eligibility requirements for each office on the Executive Board of Directors shall be as follows (AZ Region Constitution, Article VI, Section 1, C. 2.):

2. Secretary/Treasurer - To be eligible a candidate

- a. Must be a Regular member of the Arizona Region of USA Volleyball for three years prior to the appointment or election,
- b. Must be involved with regional activities and operations for a minimum of three years prior to the election
- c. Must have served on the Executive Board of Directors, the Junior Board of Directors or an Arizona Region committee for a full term at least one of the previous four years before the election.

Duties of the Secretary/Treasurer (AZ Region By-Laws, Chapter II, Section 3.C.)

C.The Secretary/ Treasurer shall

1. Develop a budget for all phases of the Secretary/Treasurer Division.
2. Be able to attend all meetings of the Arizona Region and maintain records of meetings;
3. Prepare and distribute the Executive Board of Directors meeting agenda in a timely manner to the Board members.
4. Prepare and distribute meeting minutes in a timely manner to members of the Executive Board of Directors and Club Directors
5. Be responsible for advising the Executive Board of Directors of any communications regarding regional operations and management from the National Office
6. Be responsible for maintaining contact with other USAV Regions
7. Be able to use and have access to a computer or word processor.
8. Be responsible for all financial record keeping pertaining to the Arizona Region of USA Volleyball;
9. Review all payments made by the Region and co-signer of all checks above the amount of \$250;
10. Be responsible for advising the Executive Board of Directors of the Region's financial status at each board meeting. -The Secretary/Treasurer shall serve as a "liaison" between the Executive Board of Directors and the bookkeeper or accountant.

11. Be responsible for advising the Executive Board of Directors of any financial problem or investment review as requested by the Executive Board of Directors.
12. Be able to accompany or replace the Region's representative at National meetings and report the content of those meetings to the Executive Board of Directors and Region membership.
13. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the action and activities of the Division.
14. Perform other duties and responsibilities as necessary to carry out the charge of the office.
15. Define the responsibilities, hire and supervise each of the following positions under the Secretary/Treasurer's Division:
 - a. Fundraising Director
 - b. Sponsorship Director