English Volleyball Association Limited

Notice of the Annual General Meeting to be held on:

Saturday 21st July 2018
Starting at 14:00

Location: Volleyball England Hub
SportPark,
Loughborough University,
3 Oakwood Drive
Loughborough, LE11 3QF
May 2018

Dear Member,

**NOTICE: Annual General Meeting, 21st July 2018, @ 14.00**

Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Please find enclosed papers relating to the Annual General Meeting of the English Volleyball Association, called for 21st July 2018. This information is being sent to all members of the Association entitled to receive notices of general meetings, but kindly note that only members as defined in Clause 33 of the Articles of Association, i.e. Affiliated Clubs, are eligible to vote. Members that are ineligible to vote are still entitled to attend the AGM.

The Executive Board of English Volleyball Association will conduct all poll votes at the AGM in accordance with the Articles of Association. Details of the voting process and appointed representative / proxy forms will be issued direct to you on or after Monday 2nd July 2018.

Please note that all clubs wishing to have a vote at the AGM must confirm their Proxy or Appointed Representative, even if the Appointed Representative is the club chair or secretary, by completing the Proxy or Appointed Representative section on the voting form we will send to you. If a valid form appointing a Proxy or Appointed Representative for your club has not been received at Volleyball England Offices by 12 noon on Tuesday 17th July 2018, then the member club will not be eligible to have a vote at the AGM.

Clubs and such organisations are reminded of Article 47.6 of the Articles of Association governing General Meetings:

> There are two ways in which Members which are organisations rather than individuals (including for example Clubs and Affiliated Associations) (“Member Organisations”) may exercise their rights in general meeting, including (where applicable) their rights to attend, speak and/or vote. The first is by appointing a proxy to exercise its rights by notifying the Association of that proxy pursuant to Article 48. Alternatively, a Member Organisation may authorise a person or persons to act as its representative or representatives at any general meeting of the Association (“Appointed Representative”) by complying with Article 49.

For reference below please note Article 48 and 49.

48. **Appointment of Proxies**

48.1 Members may appoint a proxy to exercise their rights in general meeting, including (where applicable) their rights to attend, speak and/or vote. Proxies shall be appointed by a notice in Writing (“Proxy Notice”) which:

48.1.1 states the name and address of the Member appointing the proxy;

48.1.2 identifies the person appointed to be that Member’s proxy and the general meeting in relation to which that person is appointed;

48.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Executive Board may determine; and

48.1.4 is delivered to the Association in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.

48.2 Unless a Proxy Notice indicates otherwise, it must be treated as:

48.2.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

48.2.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

48.3 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting may still do so in respect of that meeting or any adjournment of it, even though a valid Proxy Notice has been delivered to the Association by or on behalf of that person. If the person casts a vote in such circumstances, any vote cast by the proxy appointed under the Proxy Notice is not valid.
An appointment under a Proxy Notice may be revoked by delivering to the Association a notice in Writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given.

A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

A Member present in person or by proxy at any meeting of the Association shall be deemed to have received notice of the meeting and of the purposes for which it was called.

A maximum of six (6) proxies may be cast by any single representative

**Appointed Representatives**

Evidence of appointment of any Appointed Representative must be produced in the form of:

- an original or certified copy of the resolution of the directors or other governing body of the Member Organisation;
- a letter confirming the appointment of the representative on the letterhead of the Member Organisation signed by a duly authorised individual and submitted with evidence of the authority under which it was signed; or
- such other form as the Executive Board may reasonably require.

The following documents are included with this notice:

- Agenda which sets outs the items to be covered at the Annual General Meeting
- Minutes from the 2017 Annual General Meeting held on 29th July 2017
- Approval of the appointment of the Independent Finance Director – Lauri Chandler BSc ACA
- Role Descriptions of the Executive Board to be elected
  - Vice Chair
  - Core Market Director
  - Competitions & Events Director
  - Inclusion, Diversity and Human Resources Director
  - Technical Director
- Approval of the appointment of the Coaching Lead – Simon Loftus
- Role Descriptions of the work stream Leads to be elected
  - Officials Lead
  - Children and Young People Lead
  - Regional Lead
  - Beach Volleyball Lead
  - Sitting Volleyball Lead
- Application forms for both Executive Board Director and Volleyball England Lead Role.

Additional documents, ballot papers and candidate profiles will be emailed on or after Monday 2nd July 2017 and will be posted on the AGM pages of the Volleyball England website, [www.volleyballengland.org/AGM](http://www.volleyballengland.org/AGM) including:

- Biographies of candidates proposed for election (where supplied in time)
- Revised Articles of Association highlighting changes proposed by the Executive Board
- Annual Report 2017-18
- Financial Report 2017-18

**Please note: Only affiliated clubs since 1st August 2017 are entitled to vote.**

Yours Sincerely

Stewart Dunne
Company Secretary & Chief Operating Officer
Notice is hereby given that the Annual General Meeting of the English Volleyball Association will take place on **Saturday 21st July 2018**
at Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF starting at **14.00**.

- **AGM/18/01** Welcome by the Chair – Mr Adam Walker
- **AGM/18/02** Appointment of tellers
- **AGM/18/03** Apologies for absence
- **AGM/18/04** Confirmation of eligibility to vote
- **AGM/18/05** Minutes of the Annual General Meeting held on 29th July 2017
  To approve the minutes of last year’s Annual General Meeting held at SportPark, Loughborough University
- **AGM/18/06** To receive the Annual Report 2017-2018
- **AGM/18/07** To receive the Financial Report 2017-2018
- **AGM/18/08** To confirm the ability for the Board authorise the Senior Management Team to establish via an official tender process the auditors for 2018/19 and to fix their remuneration
- **AGM/18/09** Resolutions to be passed will be distributed on 2nd July 2018 via Volleyball England along with ballot papers. These will include changes to the Articles of Association as part of Sports England’s requirement that organisations seeking public funding for sport and physical activity must meet new gold standards of governance.
- **AGM/18/10** Election of officers
- **AGM/18/11** Concluding remarks

June 2018

Dear Member,

Please find enclosed a nomination form for those positions within the Association that come up for re-election at this year’s Annual General Meeting and a form for submitting resolutions to the Executive Board for consideration.

The role of the Executive Board includes strategic planning for the Association, co-ordination and monitoring of the Volleyball England Strategic Plan, budgetary and financial management, corporate governance, marketing, member services and the National Office. It requires able and pragmatic visionaries and practitioners to drive this forward. Each Board member is also a Director of the Company (English Volleyball Association Ltd) and has duties and responsibilities for corporate governance and financial stability.

The Executive Board meets no less than four times in each calendar year and a commitment should be shown to attend these meetings, mostly at weekends and occasionally during the week. Time between meetings is also needed to pursue and develop Board matters for the benefit of Volleyball in England and of the Association with bi-monthly sub group meetings. However, these may be conducted using the latest technology available.

Each Executive Board Director and Volleyball Lead has a specific portfolio indicated in the relevant job description which also details the criteria to be considered by the nominations committee. Only those who meet the profile will be eligible to appear on the ballot papers.

This work is essential to meet our new governance requirements and the running and delivery of Volleyball on a national basis. The work programme Leads (formerly Commission Presidents) have at their disposal a collective pool of experts to assist in the delivery of tasks and projects agreed by the Executive Board.

Should you wish to propose someone for office, please discuss it with them beforehand and if necessary consult with a previous post holder or in the case of the new roles, the Chief Executive or Chief Operating Officers’, or an Executive Board member. The nominee must be an affiliated member of the Association.

Any and all replacements for the position of any Elected Director shall be selected by the Executive Board for recommendation to the Voting Members for election by an ordinary resolution in general meeting. Candidates for the position of any Elected Director may be nominated by any person, but each candidate shall be required to go through an open recruitment process overseen by the Executive Board following a formal, rigorous and transparent process. All nominations must be supported by the relevant application form duly completed by the nominated individual and contained within this pack.

I look forward to receiving your nomination sheet and any proposed resolutions, duly seconded, not later than midday Thursday, 22nd June 2018 for the nomination to be valid. Please address it for the attention of Stewart Dunne, Company Secretary.

Yours sincerely

Stewart Dunne
Company Secretary & Chief Operating Officer
**NOMINATION FORM**

As dictated by the Articles of Association the following posts for Directors on the Executive Board and for Delivery Group Leads are due for election at the 2018 AGM.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>PRESENT HOLDER</th>
<th>NOMINATION</th>
<th>Membership Number*</th>
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<tbody>
<tr>
<td>Vice Chair **</td>
<td>Keith Nicholls</td>
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<tr>
<td>Core Market Director**</td>
<td>Vacant</td>
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<td>Competition and Events Director**</td>
<td>Freda Bussey</td>
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<tr>
<td>Inclusion, Diversity &amp; HR Director**</td>
<td>Vacant from AGM</td>
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<tr>
<td>Technical Director</td>
<td>Steve Matthews</td>
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<tr>
<td>Officials Lead **</td>
<td>Stephen Evans</td>
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<td>Children &amp; Young People Lead **</td>
<td>Vacant</td>
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<tr>
<td>Reginal Lead **</td>
<td>Bryan Youlden</td>
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<tr>
<td>Beach Volleyball Lead **</td>
<td>Vacant</td>
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<tr>
<td>Sitting Volleyball Lead **</td>
<td>Vacant</td>
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</tbody>
</table>

* Referee, Coach, Player Registration number and/or Affiliated club number
**Nomination needs to be supported by an application form completed by the nominated individual

We hereby propose the above-mentioned for positions as Elected Directors / Volleyball Leads in the office stated.

<table>
<thead>
<tr>
<th>Proposed by</th>
<th>Seconded by</th>
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<tbody>
<tr>
<td>Name (please PRINT IN BLOCK CAPITALS)</td>
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<tr>
<td>Referee, Coach, Player Registration number</td>
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<tr>
<td>and/or Affiliated club name and number</td>
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<tr>
<td>Signature</td>
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<tr>
<td>Date</td>
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</tbody>
</table>

Completed nomination forms and application forms for all posts must be returned to the:

Volleyball Hub, FAO Stewart Dunne, Company Secretary,
Volleyball England, SportPark, Loughborough University,
3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF
by midday Thursday, 22nd June 2018
please complete and submit this form by 5pm on Friday 30th June 2017. The Executive Board will consider any proposed resolutions.

<table>
<thead>
<tr>
<th>Resolution (max. 500 words)</th>
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We hereby propose the above-mentioned resolution for consideration by the Executive Board.

<table>
<thead>
<tr>
<th>Proposed by</th>
<th>Seconded by</th>
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<tbody>
<tr>
<td>Name (please PRINT IN BLOCK CAPITALS)</td>
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Volleyball Hub, FAO Stewart Dunne, Company Secretary,
Volleyball England, SportPark, Loughborough University,
3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF
by midday Thursday, 22nd June 2018
Executive Board – Vice Chair

Position: Executive Board – Vice Chair

Responsible to: Board of the English Volleyball Association Ltd.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.

2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long-term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director’s Obligations

5. In particular the Director shall:

5.1. attend all Board meetings called during the year, unless prevented by exceptional circumstances;

5.2. attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary;

5.3. act as a member of such Sub Groups / Working Groups /Committees as the Board shall decide, attending all meetings of such groups unless prevented by exceptional circumstances;

5.4. place on the agenda for meetings of the Board or Sub Groups / Working Groups /Committees of the Board any matter relating to the Company’s business, which the Director considers should be discussed.
Board Obligations

6. The Director will:

6.1. ensure that the decisions of the Board are fully, promptly and properly carried out;

6.2. challenge and contribute to the development of strategy constructively;

6.3. scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;

6.4. satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

6.5. ensure that s/he is consulted upon and participates in succession planning;

6.6. ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;

6.7. ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;

6.8. ensure that s/he fully understands:

- the business of the Company and its services,
- the sport and territories in which the Company operates;
- the roles of staff in the Company;
- the Company’s organisation, structure and methods of working;

6.9. ensure that s/he understands the views of major funding partners, stakeholders and sponsors;

6.10. insist on a comprehensive, formal and tailored induction;

6.11. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

6.12. ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the President, for circulation to the Board, with regard to any such concerns.
Personal Obligations

7. The Director will:

7.1. ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;

7.2. obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the Chair, who shall promptly report such request to the Board;

7.3. disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Sub Groups / Working Groups /Committees discussion of the matter;

7.4. accept such outside appointments as shall be agreed by the Board:
   - to be compatible with the Company's demands on the Director's time, and
   - not to be detrimental to the interests of the Company.

Portfolio Responsibilities

8. The Vice Chair will:

8.1. will support the co-ordinate of the strategic plan, to advise on its formulation and to lead the monitoring of the Plan during the planning stage

8.2. deputise for the Chair as and when necessary

8.3. represent the Company as nominated on other bodies

8.4. act as liaison with the legal advisor to the Company

8.5. be a member of Volleyball England Sub Groups, Committees and working groups as prescribed by the Framework document or by board agreement
Person Specification

Applicants for the position of Vice Chair of the English Volleyball Association Ltd should meet the following personal specifications.

Membership:

- For the purposes of this voluntary position, the person appointed is required to be a member of the Company as defined in the Articles of Association.

Key skills, experience and qualifications required:

- Considerable experience of volleyball as a player, coach, official or administrator to give them the knowledge of the game that should underpin their work
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running a business or working in a Board or similar forums at a senior level, in a commercial, academic, voluntary or public sector context
- A sound working knowledge of sport and the public and private sectors
- Ability to build and maintain strong, transparent relationships with key stakeholders;
- Ability to support, challenge and manage a relationship with other Directors, Commission/Committee Members and Staff
- Significant experience and expertise in sport development at a senior level
- Experience of
  - working in partnership with a wide set of voluntary, public and private sector and external agencies
  - translating national targets into area delivery plans
  - developing successful products and programmes to meet local / members demands
- Knowledge and understanding of:
  - the day to day governance, management and operations of local sports clubs is highly desirable
  - the voluntary sector
  - sports development including volunteer networks, government funding, partnership working, Governing Body structures and club management
  - sports coaching, officiating and sport in education
- Knowledge of current legislation in sport including child protection, health and safety, and equity and inclusion.

Behavioural competencies and qualities required:

- Have a commitment to the purpose, mission, and values of Volleyball England
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
• To act morally and ethically in accordance with the values of Volleyball England
• To avoid conflicts of interest
• To understand the need to base decisions on what is good for Volleyball England
• To accept accountability for group decisions so that the Board of Directors speaks with one voice
• To dedicate sufficient time each week to your board work for a term of four (4) years
• To be able to maintain confidentiality
• A willingness to take direction and advice from the Board
• To maintain a strategic perspective, vision and ability to work positively within a team
• Takes responsibility for your own actions and visibly supports the SMT and their agenda
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outcomes
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Company
• Dynamic, enthusiastic and energetic
• Resilience and ability to make things happen
• A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.
Executive Board – Core Market Director

Position: Executive Board – Core Market Director

Responsible to: Board of the English Volleyball Association Ltd.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.

2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long-term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director’s Obligations

5. In particular the Director shall:

5.1. Attend all Board meetings called during the year, unless prevented by exceptional circumstances

5.2. Attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary

5.3. Act as a member of such Sub Groups of the Board as the Board shall decide, attending all meetings of such Sub Groups unless prevented by exceptional circumstances

5.4. Place on the agenda for meetings of the Board or Sub Groups of the Board any matter relating to the Company's business, which the Director considers should be discussed.
Board Obligations

6. The Director will:

6.1. Ensure that the decisions of the Board are fully, promptly and properly carried out

6.2. Challenge and contribute to the development of strategy constructively

6.3. Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance

6.4. Satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible

6.5. Ensure that s/he is consulted upon and participates in succession planning

6.6. Ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company

6.7. Ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties

6.8. Ensure that s/he fully understands:

- the business of the Company and its services,
- the sport and territories in which the Company operates;
- the roles of staff in the Company;
- the Company’s organisation, structure and methods of working

6.9. Ensure that s/he understands the views of major funding partners, stakeholders and sponsors

6.10. Insist on a comprehensive, formal and tailored induction

6.11. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant

6.12. Ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the Chairman, for circulation to the Board, with regard to any such concerns.
Personal Obligations

7. The Director will:

7.1. Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings

7.2. Obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the President, who shall promptly report such request to the Board

7.3. Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Sub Group discussion of the matter

7.4. Accept such outside appointments as shall be agreed by the Board:

   • to be compatible with the Company's demands on the Director's time, and
   • not to be detrimental to the interests of the Company.

Portfolio Responsibilities

8. The Director will be responsible for:

8.1. To Chair and provide strategic leadership, support, monitoring and development of the Core Market Sub Group

8.2. The development of the volleyball Core Market Strategies;
Which will include
   8.2.1. Club Culture Strategy
   8.2.2. Volunteer Strategy
   8.2.3. Competitions Programme

8.3. The development of policy and procedures in relation to Safeguarding and Welfare of Young People and Vulnerable Adults

8.4. Support the development of external partner relationships with both public and private sector organisations such as County Sports Partnerships, etc to influence the delivery of volleyball at club level

8.5. Being a member of Volleyball England Sub Groups and working groups as prescribed by the Framework document or by board agreement

8.6. Working with the HUB team to develop excellent working relationships with the Regional and County Associations to ensure a robust governance structure is in place to assist with the delivery of Volleyball England Core Market strategy
8.7. Provide support and guidance to the County and Regional Associations with the ongoing implementation and development of the single system

8.8. Work with the HUB team to translate our national strategies into local delivery plans and use feedback and data from the membership to improve Volleyball England’s products and services.

Person Specification

Applicants for the position of Core Market Director of the English Volleyball Association Ltd should meet the following personal specifications.

Membership:

- For the purposes of this voluntary position, the person appointed is required to be a member of the Company as defined in the Articles of Association.

Key skills, experience and qualifications required:

- Considerable experience of volleyball as a player, coach, official or administrator to give them the knowledge of the game that should underpin their work
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running a business or working in a Board or similar forums at a senior level, in a commercial, academic, voluntary or public sector context
- A sound working knowledge of sport and the public and private sectors
- Ability to build and maintain strong, transparent relationships with key stakeholders;
- Ability to support, challenge and manage a relationship with other Directors, Commission/Committee Members and Staff
- Significant experience and expertise in sport development at a senior level
- Experience of
  - working in partnership with a wide set of voluntary, public and private sector and external agencies
  - translating national targets into area delivery plans
  - developing successful products and programmes to meet local / members demands
- Knowledge and understanding of:
  - the day to day governance, management and operations of local sports clubs is highly desirable
  - the voluntary sector
  - sports development including volunteer networks, government funding, partnership working, Governing Body structures and club management
  - sports coaching, officiating and sport in education
Knowledge of current legislation in sport including child protection, health and safety, and equity and inclusion.

**Behavioural competencies and qualities required:**

- Have a commitment to the purpose, mission, and values of Volleyball England
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
- To act morally and ethically in accordance with the values of Volleyball England
- To avoid conflicts of interest
- To understand the need to base decisions on what is good for Volleyball England
- To accept accountability for group decisions so that the Board of Directors speaks with one voice
- To dedicate sufficient time each week to your board work for a term of four (4) years
- To be able to maintain confidentiality
- A willingness to take direction and advice from the Board
- To maintain a strategic perspective, vision and ability to work positively within a team
- Takes responsibility for your own actions and visibly supports the SMT and their agenda
- Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outcomes
- Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
- To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
- Drive and commitment and the ability to demonstrate this to others
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to the sport and the Company
- Dynamic, enthusiastic and energetic
- Resilience and ability to make things happen
- A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
- A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.
Executive Board – Events and Competitions Director

Position: Executive Board – Events and Competitions Director

Responsible to: Board of the English Volleyball Association Ltd.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.

2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director’s Obligations

5. In particular the Director shall:

   5.1. attend all Board meetings called during the year, unless prevented by exceptional circumstances;

   5.2. attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary;

   5.3. act as a member of such Commissions/Committees of the Board as the Board shall decide, attending all meetings of such Commissions/Committees unless prevented by exceptional circumstances;

   5.4. place on the agenda for meetings of the Board or Commissions/Committees of the Board any matter relating to the Company’s business, which the Director considers should be discussed.
Board Obligations

6. The Director will:

6.1. ensure that the decisions of the Board are fully, promptly and properly carried out;

6.2. challenge and contribute to the development of strategy constructively;

6.3. scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;

6.4. satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

6.5. ensure that s/he is consulted upon and participates in succession planning;

6.6. ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;

6.7. ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;

6.8. ensure that s/he fully understands:

- the business of the Company and its services,
- the sport and territories in which the Company operates;
- the roles of staff in the Company;
- the Company's organisation, structure and methods of working;

6.9. ensure that s/he understands the views of major funding partners, stakeholders and sponsors;

6.10. insist on a comprehensive, formal and tailored induction;

6.11. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

6.12. ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the President, for circulation to the Board, with regard to any such concerns.
Personal Obligations

7. The Director will:

7.1. ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;

7.2. obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the President, who shall promptly report such request to the Board;

7.3. disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Commission/Committee discussion of the matter;

7.4. accept such outside appointments as shall be agreed by the Board:
   • to be compatible with the Company's demands on the Director's time, and
   • not to be detrimental to the interests of the Company.

Portfolio Responsibilities

8. The Director will:

8.1. oversee the development of the Competitions and Events Plan and review regularly

8.2. support the work of the HUB staff

8.3. support, guide and oversee the work of the Competitions Working Group

8.4. review the implementation, monitoring and evaluation of the outcomes of the 'programmes and interventions' of the Competitions Working Group

8.5. assess the Competitions Working Group performance against the Delivery Plan and budget and report to the Annual General Meeting by means of a written report within the Annual Report

8.6. be a member of Volleyball England Sub Groups, Committees and working groups as prescribed by the Framework document or by board agreement
**Person Specification**

Applicants for the position of Events and Competitions Director of the English Volleyball Association Ltd should meet the following personal specifications.

**Membership:**

- For the purposes of this voluntary position, the person appointed is required to be a member of the Company as defined in the Articles of Association.

**Key skills, experience and qualifications required:**

- A comprehensive understanding of performance coaching, sport science and medicine, international competition and talent pathways
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running a business or working in a Board or similar forums at a senior level, in a commercial, academic, voluntary or public sector context
- A sound working knowledge of sport and the public and private sectors
- Ability to build and maintain strong, transparent relationships with key stakeholders
- Ability to support, challenge and manage a relationship with other Directors, Sub Group Members and Staff;
- A thorough understanding and/or experience of the major external international and national structures and initiatives that impact on sports/volleyball performance programmes.
- A broad understanding and commitment to safeguarding young people in a talent environment

**Behavioural competencies and qualities required:**

- Have a commitment to the purpose, mission, and values of Volleyball England
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
- To act morally and ethically in accordance with the values of Volleyball England
- To avoid conflicts of interest
- To understand the need to base decisions on what is good for Volleyball England
- To accept accountability for group decisions so that the Board of Directors speaks with one voice
- To dedicate sufficient time each week to your board work for a term of four (4) years
- To be able to maintain confidentiality
- A willingness to take direction and advice from the Board
- To maintain a strategic perspective, vision and ability to work positively within a team
- Takes responsibility for your own actions and visibly supports the SMT and their agenda
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outcomes
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Company
• Dynamic, enthusiastic and energetic
• Resilience and ability to make things happen
• A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.
• A willingness to be available to key staff for advice and enquiries on an ad hoc basis.
Executive Board – Inclusion, Diversity and HR Director

Position: Executive Board – Inclusion, Diversity and HR Director

Responsible to: Board of the English Volleyball Association Ltd.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.

2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long-term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director’s Obligations

5. In particular the Director shall:

5.1. Attend all Board meetings called during the year, unless prevented by exceptional circumstances;

5.2. Attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary;

5.3. Act as a member of such Sub Groups of the Board as the Board shall decide, attending all meetings of such Sub Groups unless prevented by exceptional circumstances;

5.4. Place on the agenda for meetings of the Board or Board Sub Groups of the Board any matter relating to the Company's business, which the Director considers should be discussed.
Board Obligations

6. The Director will:

6.1. Ensure that the decisions of the Board are fully, promptly and properly carried out;

6.2. Challenge and contribute to the development of strategy constructively;

6.3. Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;

6.4. Satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

6.5. Ensure that s/he is consulted upon and participates in succession planning;

6.6. Ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;

6.7. Ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;

6.8. Ensure that s/he fully understands:

• the business of the Company and its services,
• the sport and territories in which the Company operates;
• the roles of staff in the Company;
• the Company’s organisation, structure and methods of working;

6.9. Ensure that s/he understands the views of major funding partners, stakeholders and sponsors;

6.10. Insist on a comprehensive, formal and tailored induction;

6.11. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

6.12. Ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the President, for circulation to the Board, with regard to any such concerns.
**Personal Obligations**

7. The Director will:

7.1. Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;

7.2. Obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the President, who shall promptly report such request to the Board;

7.3. Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Commission/Committee discussion of the matter;

7.4. Accept such outside appointments as shall be agreed by the Board:

- to be compatible with the Company's demands on the Director's time, and
- not to be detrimental to the interests of the Company.

**Portfolio Responsibilities; There are two areas of responsibility;**

a. Inclusion and Diversity and  
b. Human Resources

The Inclusion and Diversity portfolio holder will be to develop, implement and monitor programs that promote inclusion and diversity within the company. This role is responsible for creating and fostering an open and inclusive organisation.

8. The Director will:

8.1. Be the Inclusion and Diversity ‘Champion’ on the Board

8.2. Working with the SMT to develop, monitor and review the Diversity Strategy, designed to ensure membership, staff and volunteers understand their legislative duties in this area

8.3. To work with the SMT and HUB team to ensure the development of policies and programs to attract, retain and promote a diverse workforce and opportunities across the whole organisation

8.4. To support and develop training opportunities to educate employees and members on how to recognise, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting company business and governance objectives
8.5. To ensure that everyone has equal access to services offered by Volleyball England

8.6. Working with the HUB team to ensure all projects and programmes are well researched and apply and promote diversity and sharing best practice;

8.7. To ensure as an organisation we provide advice, guidance and support on equality and diversity issues;

8.8. Maintaining an up-to-date knowledge of anti-discriminatory legislation and translating equality legislation into practice to ensure Volleyball England meet statutory requirements;

8.9. To measure the effectiveness of the Inclusion and Diversity Strategy and prepare quarterly reports for the board on the value of projects and programmes.

**Portfolio Responsibilities – HR**

The HR portfolio holder will be responsible for providing advice and guidance to management on strategic staffing issues, supporting the development and implementation of programs and policies as they apply to employee relations, compensation, benefits, safety, performance and staffing levels.

8.10. To work with the SMT, and particularly the COO in relation to staffing needs of the organisation

8.11. Work with the SMT to support the development and implementation of the HR strategies in line with the business plan and staff handbook. To ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organisation, as and when they occur

8.12. To ensure all HR policies and procedures are up to date and legally compliant

8.13. Support the Board and SMT to develop a Succession Plan for both Board, Key Volunteers and staff.

8.14. Support the SMT with occupational health referrals, any performance or grievance issues in a legally compliant and professional way.

8.15. Work with the SMT to develop training needs analysis and support the implementation of a training plan for Board, staff and key volunteers.

8.16. Support the SMT to develop, implement and monitor a Performance Management Strategy, this will include appraisals and a Reward and Recognition Strategy
8.17. Support the recruitment of new staff and Board members as part of the Nominations Committee.

**Person Specification**

Applicants for the position of Inclusion, Diversity and HR Director of the English Volleyball Association Ltd should meet the following personal specifications.

**Membership:**

- For the purposes of this voluntary position, the person appointed is required to be a member of the Company as defined in the Articles of Association.

**Key skills, experience and qualifications required:**

- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running and developing a business or working on a Board or similar forums at a senior level, in a commercial, academic, voluntary or public-sector context
- A sound working knowledge of sport and the public and private sectors
- Ability to build and maintain strong, transparent relationships with key stakeholders, partners, members
- Ability to support, challenge and manage a relationship with other Directors, Sub Group Members and Staff
- Have a proven track record in leading a diversity and inclusion agenda
- Ability to build and engage with extensive networks of diverse members
- Sound knowledge Equality Act 2010 and good practice initiatives
- HR management experience and degree equivalent
- Strong working knowledge of employment law issues and the ability to apply these to a variety of situations using a pragmatic and common-sense approach

**Behavioural competencies and qualities required**

- Have a commitment to the purpose, mission, and values of Volleyball England
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
- To act morally and ethically in accordance with the values of Volleyball England
- To avoid conflicts of interest
- To understand the need to base decisions on what is good for Volleyball England
- To accept accountability for group decisions so that the Board of Directors speaks with one voice
- To dedicate sufficient time each week to your board work for a term of four (4) years
- To be able to maintain confidentiality
- A willingness to take direction and advice from the Board
• To maintain a strategic perspective, vision and ability to work positively within a team
• Takes responsibility for your own actions and visibly supports the SMT and their agenda
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outcomes
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Company
• Dynamic, enthusiastic and energetic
• Resilience and ability to make things happen
• A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.
Executive Board - Technical Director

Position: Executive Board – Technical Director

Responsible to: Board of the English Volleyball Association Ltd.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.

2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long-term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Director’s Obligations

5. In particular the Director shall:

   5.1. Attend all Board meetings called during the year, unless prevented by exceptional circumstances;

   5.2. Attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary;

   5.3. Act as a member of such Sub Groups of the Board as the Board shall decide, attending all meetings of such Sub Groups unless prevented by exceptional circumstances;

   5.4. Place on the agenda for meetings of the Board or Board Sub Groups of the Board any matter relating to the Company’s business, which the Director considers should be discussed.

Board Obligations

6. The Director will:

   6.1. Ensure that the decisions of the Board are fully, promptly and properly carried out;
6.2. Challenge and contribute to the development of strategy constructively;

6.3. Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;

6.4. Satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

6.5. Ensure that s/he is consulted upon and participates in succession planning;

6.6. Ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;

6.7. Ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;

6.8. Ensure that s/he fully understands:

- the business of the Company and its services,
- the sport and territories in which the Company operates;
- the roles of staff in the Company;
- the Company’s organisation, structure and methods of working;

6.9. Ensure that s/he understands the views of major funding partners, stakeholders and sponsors;

6.10. Insist on a comprehensive, formal and tailored induction;

6.11. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

6.12. Ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the Chairman, for circulation to the Board, with regard to any such concerns.

**Personal Obligations**

7. The Director will:

7.1. Ensure that s/he complies with all his/her obligations as a Director required by law, the Company’s Memorandum and Articles of Association, and decisions of the General Meetings;

7.2. Obtain independent professional advice at the Company’s expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the President, who shall promptly report such request to the Board;

7.3. Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Commission/Committee discussion of the matter;
7.4. Accept such outside appointments as shall be agreed by the Board:

- to be compatible with the Company's demands on the Director's time, and
- not to be detrimental to the interests of the Company.

**Portfolio Responsibilities – Technical**

This person usually possesses the highest level of skill within a specific technical field and may be recognized as an expert in that field.

8. The Technical Director will:

8.1 To work with the Talent Director to develop the Technical element of the Volleyball England Strategy in line with the business targets, objectives and budgets

8.2 Serve as the technical expert across all disciplines of Volleyball, provide an overview of the technical direction for the development, design, and systems integration across the business

8.3 Work with HUB staff to develop a Technical Strategy in line with the business targets and budgets

8.4 Provides check and challenge and alternative technical solutions to meet requirements of our membership in the most efficient and effective way

8.5 Mentor key technical staff and volunteers

8.6 Champions change and the implementation of new ideas

8.7 Creates an environment where innovators can support the development, aims and objectives of VE

8.8 Support the work and strategic development of the Technical and Talent Sub Group and the HUB staff

8.9 Monitor, evaluate and reviews the work of the Technical and Talent Sub Group and working groups and when needed recognises deficiencies and implements effective solutions

8.10 Ensure the development of all technical resources are within budget and delivered on time

8.11 Ensure we enforces high technical standard that meet all our policies and procedures
Person Specification

Applicants for the position of Technical Director of the English Volleyball Association Ltd should meet the following personal specifications.

Key skills, experience and qualifications required:

- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running and developing a business or working on a Board or similar forums at a senior level, in a commercial, academic, voluntary or public sector context
- Have experience and can demonstrated understanding of the technical elements of Volleyball, both coaching and officiating
- A sound working knowledge of sport and the public and private sectors
- Ability to build and maintain strong, transparent relationships with key stakeholders
- Ability to support, challenge and manage a relationship with other Directors, Leads and Staff

- Behavioural competencies and qualities required-

  - Have a commitment to the purpose, mission, and values of Volleyball England;
  - Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
  - To act morally and ethically in accordance with the values of Volleyball England;
  - To avoid conflicts of interest
  - To understand the need to base decisions on what is good for Volleyball England
  - To accept accountability for group decisions so that the Board of Directors speaks with one voice
  - To dedicate sufficient time each week to your board work for a term of four (4) years
  - To be able to maintain confidentiality
  - A willingness to take direction and advice from the Board
  - To maintain a strategic perspective, vision and ability to work positively within a team
  - Takes responsibility for your own actions and visibly supports the SMT and our shared priorities
  - Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
  - Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
  - To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
  - Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Company
• Dynamic, enthusiastic and energetic
• Resilience and ability to make things happen
• A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.
The Duties of a Director of English Volleyball Association Limited

As Directors of the Association, your work is principally governed by the Companies Act and by the organisation’s Constitution and Memorandum and Articles of Association.

Your role, as defined by case law and by the Companies Act 2006, is to act in a way most likely to promote the success of EVA – not just as a sport, but also as a business.

Put simply -
You must exercise a degree of skill and care, which means that you should -
• show the skill expected of a person with your knowledge and experience
• act as a reasonable person would do looking after their own business
You must act in good faith in the interests of the company as a whole. This includes:
• treating all your Members equally
• declaring any conflicts of interest
• not making personal profits at the company's expense
You must obey the law:
• company law requires you to produce proper accounts and send various documents
to Companies House
• other laws include areas such as health and safety, employment law and tax
• you may be responsible for the actions of company employees

It is important that if you are in doubt about what needs to be done (either as a Board or as an individual Director) you should seek professional advice.

You must comply with and be responsible for the implementation of the Association’s policies and procedures and for ensuring the safety of EVAs’ employees and volunteers when engaged in the business of the organisation.
Board of Directors Application Form

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1. Employment
Please give details of your career history:

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2. Please state why you wish to join the Board of Volleyball England, and what you feel you could bring to the role:
3. Relevant Skills, Knowledge and Experience.

Please refer to the “VE Board Recruitment” document provided and describe how your knowledge and expertise meets our requirements, specifically covering the profile and person specification for this post.

4. Are you currently, or have you been a Non-Executive Director, Director/Officer or Trustee of any organisation within the last five years? If so, please give details:
5. What is your current employment or profession?

6. Are you a member of any professional bodies, institutes or societies?

7. Please use the space below to provide a personal statement or any further information in support of your application.

8. To the best of your knowledge, are you related to any employee or Non-Executive Director of Volleyball England?
   
   ☐ Yes   ☐ No

9. Have you ever been disqualified as a Director or Trustee of any other organisation?

   ☐ Yes   ☐ No

   If yes, please provide details:
10. Additional information – tell us about your hobbies and interests:


11. References

Please give details of two referees:

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May we approach these people for references without further consultation with you?

☐ Yes    ☐ No

Declaration:

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and accurate. I understand that if it is found that my statement is false or misleading, or that I withheld relevant information, my application may be disqualified or, if I am already in post, I may be removed from the Board.

I give my consent to Volleyball England to store and process the information I have given in accordance with the Data Protection Act 1998.

Signed: ...................................................

Date: ...................................................
Lead for Officials

**Term:** 4 years from 2018 AGM

**Responsible to:** Core Market Directors

**Remuneration:** This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.

To obtain role details, a nomination form and application form please contact:


Volleyball England is currently looking to appoint a voluntary Lead for the Officials areas of Volleyball

**Your role will expect you:**

- To work as part of the Core Market and Technical and Talent (T&T) Sub Group to contribute to an overarching strategy, but with a focus on the officiating elements
- To provide operational leadership for Volleyball England officials
- To support the strategic delivery, implementation and evolution of Officials with a focus on officiating
- Provide technical expertise to the design, coordination, implementation, evaluation and to record the effectiveness of the technical elements linked to officiating
- To support the HUB team to ensuring all products & programmes meet the technical needs of officials
- To be the trusted “go to” expert for anything relating to technical development of officials
- Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing officials
- To act as a facilitator in the delivery of Volleyball England’s Strategic Plan by working in partnership with the HUB team in ensuring outcomes from the strategy is successfully achieved and monitored
- Play a significant role in Volleyball England’s cross-team work to ensure all officials are able to deliver to meet the needs and motivations of Volleyball England members/ participants.

**We are looking for a candidate who:**

- Have experience and can demonstrated understanding of the officiating technical elements of Volleyball
- Will be the lead for the operational development of technical information for officials and will support the development and implementation of the Volleyball England Strategy that identifies ways, pathways and offers opportunities to technically improve and develop individuals.
- Must have a knowledge and understanding of the safeguarding and welfare standards set by Volleyball England
- Understand and contributes to Volleyball England’s strategic vision.
- Expert knowledge of what motivates officials, their behaviours and attitudes
- Understanding of volleyball, including structures within the game
- Strong and expert knowledge of the sporting landscape
Key skills, experience and qualifications required:

- Have a commitment to the purpose, mission, and values of Volleyball England;
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership, and in particular officials
- To act morally and ethically in accordance with the values of Volleyball England
- To avoid conflicts of interest
- To dedicate sufficient time each week to your work for a term of four (4) years
- To be able to maintain confidentiality
- A willingness to take direction and advice from the Board
- To maintain a strategic perspective, vision and ability to work positively within a team
- Takes responsibility for your own actions and visibly supports the HUB team and our shared priorities
- Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
- Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
- To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
- Drive and commitment and the ability to demonstrate this to others
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to the sport and the Association
- Dynamic, enthusiastic and energetic and ability to make things happen
- A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.

How to Apply:

For the purposes of this voluntary position, the person appointed is required to be a member of Volleyball England as defined by the Articles of Association. The applicant will need to be nominated for this position and duly seconded by members of Volleyball England.

To obtain role details, a nomination form and application form please contact:

Volleyball England on 01509 227722, email jobs@volleyballengland.org or write to Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.
Lead for Children and Young People

Term: 4 years from 2018 AGM

Responsible to: Core Market Director

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.


Volleyball England is currently looking to appoint a voluntary Lead of Children and Young People

Your role will expect you:

• To provide operational leadership and overview of the Children and Young People (C&YP) landscape
• To support the development, implementation and evolution of the Volleyball England Strategy with a focus on C&YP
• To support the HUB team to ensuring all products & programmes remain current, meet the changing needs of children and young people
• To be the trusted “go to” expert for anything relating to C&YP
• Increase Volleyball England’s influence within schools ensuring through teachers, children and young people are supported to develop a love of volleyball now and in the future
• Support the creation of innovative and dynamic products that lead the way in engaging children & young people in volleyball whilst also generating a commercial return.
• To act as a facilitator in the delivery of Volleyball England’s Strategic Plan by working in partnership with the HUB team in ensuring outcomes from the strategy is successfully achieved and monitored
• Play a significant role in Volleyball England’s cross-team work to ensure all clubs with young people in are able to tailor the way they operate to meet the needs and motivations of their young members.
• Support to develop a strong and meaningful relationship with key organisations to help more and better volleyball happen for C&YP including Youth Sport Trust, Association for Colleges, Club Matters & other youth organisations

We are looking for a candidate who:

• Will be the operational lead for C&YP and will support the development and implementation of a C&YP plan that identifies strategies, pathways and offers an enhanced experience and engage with schools.
• Will help the Insight and Research Director analyse and interpret research to inform plans and products maximising engagement, retention and overall experience.
• Has a background in Child Protection and Safeguarding
• Understand and contributes to Volleyball England’s strategic vision.
• Expert knowledge of children and young people motivations, behaviours and attitudes
• Specialist knowledge of the school /youth sector including the key pressures they face and support needed
• Understanding of volleyball, including structures within the game
• Strong and expert knowledge of the sports and education landscape
• Will manage working groups focusing on C&YP projects and programmes

Key skills, experience and qualifications required:
• Have a commitment to the purpose, mission, and values of Volleyball England
• Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
• To act morally and ethically in accordance with the values of Volleyball England;
• To avoid conflicts of interest
• To dedicate sufficient time each week to your work for a term of four (4) years
• To be able to maintain confidentiality
• A willingness to take direction and advice from the Board
• To maintain a strategic perspective, vision and ability to work positively within a team
• Takes responsibility for your own actions and visibly supports the SMT and our shared priorities
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Association
• Dynamic, enthusiastic and energetic and ability to make things happen
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.

How to Apply:

For the purposes of this voluntary position, the person appointed is required to be a member of Volleyball England as defined by the Articles of Association. The applicant will need to be nominated for this position and duly seconded by members of Volleyball England.

To obtain role details, a nomination form and application form please contact:

Volleyball England on 01509 227722, email jobs@volleyballengland.org or write to Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.
Lead for Regions

Term: 4 years from 2018 AGM

Responsible to: Core Market Directors

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.


Volleyball England is currently looking to appoint a voluntary Lead for the Regional Working Group

Your role will expect you:

• To work as part of the Core Market Sub Group to contribute to an overarching Volleyball England Strategy
• To provide operational leadership for Volleyball England Regional Working Group
• To support the strategic delivery, implementation and evolution of the Volleyball England Strategy as it relates to our Core Market
• To be the trusted “go to” expert for anything relating the Core Market
• To support the HUB team to ensuring all products & programmes meet the needs of our Core Market
• Provide expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing members
• To act as a facilitator in the delivery of Volleyball England’s Strategic Plan by working in partnership with the HUB team in ensuring outcomes from the strategy is successfully achieved and monitored
• Play a significant role in Volleyball England’s cross-team work to ensure all volunteers are able to deliver, to meet the needs and motivations of Volleyball England members/ participants.

We are looking for a candidate who:

• Have experience and can demonstrated understanding of the Core Market elements of Volleyball
• Support the development and implementation of the Volleyball England Strategy that identifies ways, pathways and offers opportunities to improve and develop individuals.
• Must have a knowledge and understanding of the safeguarding and welfare standards set by Volleyball England
• Understand and contributes to Volleyball England’s strategic vision.
• Expert knowledge of what motivates volunteers, their behaviours and attitudes
• Understanding of volleyball, including structures within the game
• Strong and expert knowledge of the sporting landscape

Key skills, experience and qualifications required:
• Have a commitment to the purpose, mission, and values of Volleyball England;
• Have an awareness, understanding, and appreciation the needs of the Volleyball England membership, and in particular officials
• To act morally and ethically in accordance with the values of Volleyball England
• To avoid conflicts of interest
• To dedicate sufficient time each week to your work for a term of four (4) years
• To be able to maintain confidentiality
• A willingness to take direction and advice from the Board
• To maintain a strategic perspective, vision and ability to work positively within a team
• Takes responsibility for your own actions and visibly supports the HUB team and our shared priorities
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Association
• Dynamic, enthusiastic and energetic and ability to make things happen
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.

How to Apply:

For the purposes of this voluntary position, the person appointed is required to be a member of Volleyball England as defined by the Articles of Association. The applicant will need to be nominated for this position and duly seconded by members of Volleyball England.

To obtain role details, a nomination form and application form please contact:

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Lead for Beach Volleyball

Term: 4 years from 2018 AGM

Responsible to: Core Market Director

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.


Volleyball England is currently looking to appoint a voluntary Lead for Beach Volleyball

Your role will expect you:

- To work as part of the Core Market and (when required) the Technical and Talent (T&T) Sub Groups to support the delivery of the Volleyball England 2017-21 Strategy, but with a focus on Beach Volleyball
- To provide operational leadership and the guardian of the Beach Volleyball content within coaching and officiating
- To support the strategic development, delivery, implementation and evolution of the Beach Volleyball programme including the VEBT
- Provide technical expertise with the design, coordination, implementation, evaluation and to record the effectiveness of the Beach Volleyball elements the Volleyball England Strategy
- To support the HUB team to ensuring all products & programmes meet the technical needs of coaches and officials developing and delivering Beach Volleyball
- To be the trusted “go to” expert for anything relating to Beach Volleyball development
- Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing clubs and players within Beach Volleyball whilst also generating a commercial return
- To act as a facilitator in the delivery of Volleyball England’s Strategic Plan by working in partnership with the HUB team in ensuring outcomes from the strategy is successfully achieved and monitored
- Play a significant role in Volleyball England’s cross-team work to ensure that Beach Volleyball is seen as an integral part of the volleyball offer and meets the needs and motivations of their clubs and participants.

We are looking for a candidate who:

- Have experience and can demonstrated understanding of all aspects of Beach Volleyball
- Will be the lead for the operational development of Beach Volleyball and will support the development and implementation of an action plan that identifies ways, pathways and offers opportunities to improve and develop individuals
- Will help the Insight and Research Director analyse and interpret research to inform plans and products maximising engagement, retention and overall experience of those taking part in Beach Volleyball
- Must have a knowledge and understanding of the safeguarding and welfare standards set by Volleyball England
- Understand and contributes to Volleyball England’s strategic vision.
- Expert knowledge of what motivates players, coaches and officials, their behaviours and attitudes
- Understanding of volleyball, including structures within the game
• Strong and expert knowledge of the sporting landscape

Key skills, experience and qualifications required:

• Have a commitment to the purpose, mission, and values of Volleyball England;
• Have an awareness, understanding, and appreciation the needs of the Volleyball England membership, and in particular those taking part in Beach Volleyball
• To act morally and ethically in accordance with the values of Volleyball England
• To avoid conflicts of interest
• To dedicate sufficient time each week to your work for a term of four (4) years
• To be able to maintain confidentiality
• A willingness to take direction and advice from the Board
• To maintain a strategic perspective, vision and ability to work positively within a team
• Takes responsibility for your own actions and visibly supports the HUB team and our shared priorities
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Company
• Dynamic, enthusiastic and energetic and ability to make things happen
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.

How to Apply:

For the purposes of this voluntary position, the person appointed is required to be a member of Volleyball England as defined by the Articles of Association. The applicant will need to be nominated for this position and duly seconded by members of Volleyball England.

To obtain role details, a nomination form and application form please contact:

Volleyball England on 01509 227722, email jobs@volleyballengland.org or write to Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.
Lead for Sitting Volleyball

Term: 4 years from 2018 AGM

Responsible to: Core Market Director

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Association’s Expenses Claim Policy.


Volleyball England is currently looking to appoint a voluntary Lead for Sitting Volleyball

Your role will expect you:

- To work as part of the Core Market and (when required) the Technical and Talent (T&T) Sub Groups to support the delivery of the Volleyball England 2017-21 Strategy, but with a focus on Sitting Volleyball
- To provide operational leadership and the guardian of the Sitting Volleyball content within coaching and officiating
- To support the strategic development, delivery, implementation and evolution of the Sitting Volleyball programme with a focus on raising the profile of this part of our sport, competition, club and volunteer development
- Provide technical expertise with the design, coordination, implementation, evaluation and to record the effectiveness of the Sitting Volleyball elements the Volleyball England Strategy
- To support the HUB team to ensuring all products & programmes meet the technical needs of coaches and officials developing and delivering Sitting Volleyball
- To be the trusted “go to” expert for anything relating to Sitting Volleyball development
- Provide the technical expertise in the creation of innovative and dynamic products that lead the way in engaging new and support existing clubs and players within Sitting Volleyball whilst also generating a commercial return
- To act as a facilitator in the delivery of Volleyball England’s Strategic Plan by working in partnership with the HUB team in ensuring outcomes from the strategy is successfully achieved and monitored
- Play a significant role in Volleyball England’s cross-team work to ensure that Sitting Volleyball is seen as an inclusive part of the volleyball offer and meets the needs and motivations of their clubs and participants.

We are looking for a candidate who:

- Have experience and can demonstrated understanding of all aspects of Sitting Volleyball
- Will be the lead for the operational development of Sitting Volleyball and will support the development and implementation of an action plan that identifies ways, pathways and offers opportunities to improve and develop individuals
- Will help the Insight and Research Director analyse and interpret research to inform plans and products maximising engagement, retention and overall experience of those taking part in Sitting Volleyball
- Must have a knowledge and understanding of the safeguarding and welfare standards set by Volleyball England
- Understand and contributes to Volleyball England’s strategic vision.
- Expert knowledge of what motivates players, coaches and officials, their behaviours and attitudes
- Understanding of volleyball, including structures within the game
• Strong and expert knowledge of the sporting landscape

Key skills, experience and qualifications required:

• Have a commitment to the purpose, mission, and values of Volleyball England;
• Have an awareness, understanding, and appreciation the needs of the Volleyball England membership, and in particular those taking part in Sitting Volleyball
• To act morally and ethically in accordance with the values of Volleyball England
• To avoid conflicts of interest
• To dedicate sufficient time each week to your work for a term of four (4) years
• To be able to maintain confidentiality
• A willingness to take direction and advice from the Board
• To maintain a strategic perspective, vision and ability to work positively within a team
• Takes responsibility for your own actions and visibly supports the HUB team and our shared priorities
• Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
• Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
• To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
• Drive and commitment and the ability to demonstrate this to others
• Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships
• Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
• A commitment to the sport and the Association
• Dynamic, enthusiastic and energetic and ability to make things happen
• A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.

How to Apply:

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To obtain role details and a nomination form please contact:

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Volleyball Lead Application Form

Full Name

Address & Postcode

Telephone

Mobile Phone

Email Address

Position applying for

1. Employment
Please give details of your career history:

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<th>Employer</th>
<th>Position &amp; Responsibilities</th>
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2. Please state why you wish to act as one of the Leads for Volleyball England, and what you feel you could bring to the role:


3. Relevant Skills, Knowledge and Experience.

Please refer to the Job Description document provided and describe how your knowledge and expertise meets our requirements, specifically covering the profile and person specification for this post.

4. What is your current employment or profession?
5. Are you a member of any professional bodies, institutes or societies?

6. Please use the space below to provide a personal statement or any further information in support of your application.

7. Have you ever been disqualified as a Director or Trustee of any other organisation?
   ☐ Yes   ☐ No

   If yes, please provide details:

8. Additional information – tell us about your hobbies and interests:
9. References

Please give details of two referees:

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<td>Relationship to you:</td>
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May we approach these people for references without further consultation with you?

☐ Yes    ☐ No

**Declaration:**

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and accurate. I understand that if it is found that my statement is false or misleading, or that I withheld relevant information, my application may be disqualified or, if I am already in post, I may be removed from the Board.

I give my consent to Volleyball England to store and process the information I have given in accordance with the Data Protection Act 1998.

Signed: .................................................

Date: .................................................

To request an electronic version of this application form please email jobs@volleyballengland.org
Volleyball England Annual General Meeting
2018 - Minutes

Saturday 29th July 2017 @ 13:0

Playground Meeting Room, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Present: Keith Nicholls (KN), Acting President and Meeting Chair, Freda Bussey MBE (FB), Steve Matthews (SM), Jefferson Williams (JW), Liz Clarke (LC), Brian Stalker (BS), Adam Walker (AW), Ian Wall (IW), Richard Callicott (RC)

Staff members: Janet Inman (JI), Stewart Dunne (SD), Samantha Jamieson (SJ), Laurence Shenker (LS), Hannah Winsbury (HW)

Apologies: Clare Francis, Bartek Luszcz, Alan Bell, Josef and Amy Balaz, Alex Bialokoz

Members Present: Richard Harrison (Leeds VC) (RH), Charlie Orton (London Volleyball Association) CO, Ron Richard (South West Juniors) (RR), Colin Hill (West Midlands Volleyball) (CH), Lenny Barry (Csgl) (LB), Bryan Youlden (Preston Panthers VC) (BY), Steve Kerr (North West) (SK), Tim Godson (Yorkshire Volleyball Association and York VC) (TG), Gerard van Zwieten (Independent Coach) (GvZ), Brian Kendall (Merseyside Volleyball League) (BK), Ken Edwards (Chelmsford VC) (KE), James Murphy (Maidenhead VC) (JM), Simon Griffiths (Tamworth Spartans), Richard Morten (Wiltshire Mavericks VC) (RM), Serena Morten (Calne Comets WVC) (Smo), David Gardner (DG), Roger Mullins (Malory Eagles) (RM), Steve Evans (Referee Commission), Cisel Ormanci (Little Giants) (COR), Roberto Rigante (Little Giants) (RR), Radostin Cholakov (Little Giants) (RC), Barbara Totterdell (BT), Peter Winn (PW), Carol Gordon (CG), John Boughton (JB), Pete Bragg (Redhill & Stourbridge VC) (PB)

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<td>Present &amp; Apologies</td>
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<td>1/2</td>
<td>LS and Carol Gordon (CG) were selected as tellers to support Electoral Reform Services (ERS) with the voting process – there being no objections both were duly selected.</td>
<td>KN confirmed the role ERS would play in ensuring the process was and has been totally transparent and meets Associations articles relating to AGM voting requirements. He confirmed that all resolutions and votes must meet a 75% majority to be passed.</td>
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<td>1/3</td>
<td>KN gave an impassioned opening address outlining, where he could, the issues that Volleyball England (VE) had faced over the past 16 months. He confirmed that he would only comment where he was able to and asked the members present not to press on matters surrounding the departure of the former SMT. He did state that he was saddened by the situation VE found itself in and in particular the dire financial situation and this would be covered later in the meeting. During his address he paid particular tribute to the hardworking staff based in Loughborough and commended those past and present staff members for continuing to work for the benefit of Volleyball in very difficult circumstances. KN confirmed that following a recruitment process JI had been appointed as VE CEO and will take up permanent office on 1st August 2017.</td>
<td>Closed</td>
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In closing his opening remarks KN reiterated the importance of the governance changes the Board had decided upon to ensure that the sport of Volleyball (in all its forms) would not only recover from its current situation but grow and prosper.

1 / 4

Lenny Barry (LB) remarked that KN had stated that over the past years VE had failed to meet targets set by Sport England (SE). He felt this was not the message he had seen in documents stating VE had hit or were hitting targets; he asked which is correct? KN said he could not comment on what LB had seen.

LB then asked how SE had different figures to VE; were the figures not being reported to the membership correctly? KN replied that SE were comparing our returns to other sports and the subsequent return on investment. LB stated was still confused!

He followed up by asking how was this allowed to happen, and how will the Board reassure the members that the events of the past 16 months will never happen again? KN replied stating the Board had relied on reports from the professional staff and had no reason to doubt its accuracy. The incoming Board will ensure they monitor and manage the process more diligently.

LB continued we have in the past accepted too many things without due evidence. KN assured the members that the new Board would operate in a way which is more open and transparent and in line with the new governance structure that is proposed with Board Members having skills relate to their role and having a Board Performance Review (BPR) process in place.

Matters arising from the previous year’s minutes.

Brian Stalker (BS) noted one amendment where he is mentioned as President. Noted and will be amended.

LB stated at one point the 2016 AGM minutes read “LB questioned” which offered no context. KN responded that there were no further written records of exactly what was discussed, and suggested LB offers further information which can be added to the minutes.

Accepted with amendments above.

Annual Report – no questions or comments were tabled

Closed

Financial Report

The Financial Report is usually presented by Finance Director; however, the incumbent John Boughton had resigned in May 2017 KN (acting President) and SD (COO) would jointly present the aforementioned report.

KN outlined the issues faced in preparing the reports and the lack of a working Finance Package in the period had contributed to a lack of information and visibility of the true finance position. He reminded those present that the Financial Report runs for a financial year, therefore recent/current events; such as 2017 Volleyball England Beach Tour (VEBT) will not be included. However, the 2016 VEBT is included.

KN explained the Board received quarterly reports from the previous SMT demonstrating the actions taken in that quarter and the impact on budgets, which was then checked and challenged by the Board before being approved. He noted that at the November Board meeting the reserves were stated at £292,000. Subsequently it was identified that this was not reflected by the funds held in the bank, but a variety of monies owed and future income such as a pending VAT refund etc. Given the challenges in the finances and on the advice of VE’s auditors a forensic accountant was appointed to investigate the financial position of the business. The accounts for 2015/16 had not been
audited, in fact having been engaged to audit the accounts in November 2016, the process was abandoned as no records could be provided in the accounts system. This was due to the financial system that had been purchased in March 2014, not being successfully integrated into the business. SE are bringing in their own Finance Specialist (Moore Stephens) to ensure the government funding granted to VE had been used as it was allocated in the award papers correctly. KN reiterated that any offers of funding are conditional on the result of this process (past and future) and the new governance reforms being introduced at the AGM will ensure we meet criteria set by SE.

SD provided further information on the finance work undertaken over the past 6-9 months, and highlighted the problems found with the new finance system implementation and some of its workings. SD continued that two years’ worth of data inputting had been completed. This demonstrated an operating loss for 2014/15 of £18,290. The operating loss for 2015/16 was estimated to be £313,115 with a caveat that not all postings had been finalised and that this could rise.

SD added that the organisation had almost completed the financial review. He then explained whilst processes were in place a lack of clarity had resulted for budget holders, whilst keeping their own records were not aware of the lack of available funds and continued to commit to expenditure that was perceived to be in line with individual budgets. To better support the Finance Coordinator a temporary Project Delivery Team Officer will be recruited.

Systems have now been put in place to ensure this financial situation will not happen again. Currently all payments or financial request are seen by the Chief Operating Officer to ensure the right level of control.

Brian Kendall (BK) asked what are the current figures in terms assets and debtors? As below:

- Assets – in the region of £92,000 including fixed assets
- Debtor list - £60,000 – recovery debt of around £36,000

Ken Edwards (KE) asked if the last audited accounts were 31st March 2015, SD confirmed this was correct.

He then asked when will 2015/16 audited accounts be ready? SD replied VE have filed unaudited accounts with Companies House following advice from the auditors. We are focussed on ensuring the 2016/17 accounts are accurate and will result in base from which the 2017/18 accounts will be monitored more diligently.

KE asked what is the net impact on capital position in 2015/16? SD – a loss of £19,000. 2016/17 – best guess is a loss of £327,000+ 2016/17 – SD confirmed this is correct.

Following up KE asked what system is being used currently? SD confirmed VE are using Microsoft GP. He believes this is ‘fit for purpose’ and is now launched/implemented correctly. SD introduced James Murphy who carried out a review of not only the system but VE’s systems and processes and he confirmed Microsoft GP was fit for purpose.

KE followed up by asking have the board considered, or will they consider, action against those who may have led to this financial status? KN confirmed the Board are not in a position to comment on this save to say we are waiting on Sport England’s investigation and their advice. In addition, SD stated “to be very clear, there is been no evidence of any impropriety or fraudulent activity”. JI confirmed the financial investigation being carried out by Moore Stephens is being funded by Sport England.

Steve Kerr (SK) – how confident are we that the numbers in this report are now being coded correctly? It is scary that the Performance team can be running at such losses compared to others. SD – we have had to revisit every
input using nominal codes. They are now a true reflection of the nominal codes that working was posted to. Every transaction has been checked. However, it must be noted that exchequer funding was not assigned to work streams so it is not a true loss.

LB mused that a forecast loss of £327,000 on roughly £2m turnover. It is not standard business practice to run at that level of loss. LB asked for confirmation of current reserves - £90,000. This would not cover that level of loss. Looking at the level of overspend – how will members be reassured that overspend will not be allowed to happen again? Does the financial plan have capacity to restore this loss?

KN stated that action to address the overspend in specific areas has already being taken example – VEBT. This year the VEBT will not run at a loss, in 2016/17 it ran at a £52k loss. This has been achieved following a review of the VEBT carried out by FB and with input from over 60 interested parties. By reducing staff costs and controlling expenditure projects and programmes can be delivered on budget or at reduced cost to VE. We now have systems in place, managed by the COO to ensure we have fit for purpose financial processes – the huge loss in 2016/17 has been due to lack of income generation and management accounting to identify the hole.

SD stated this was unique year in terms of the structure in the office. The Board were somewhat split and in places a poor working relationship with the SMT existed. At times the Bard members did not/were not encouraged to take full responsibility for their areas of work. This has now changed with Board members having clear Job Descriptions and with roles & responsibilities outlined. What guarantees can we give? The Board is now more aware of their responsibilities, they are the decisions makers – the staff's role is to advise on practicalities and following decisions being made to implement said decisions on the member’s behalf.

LB reiterated from a professional point of view, any organisation that managed its finances in this way would soon be out of business. We need to cut our cloth. SD stated that if in a year’s time we are still reporting these issues he would expect a more difficult line of questioning, and asked for further patience from the membership whilst VE stabilises.

KE noted that £210,000 of the overspend is in Head Office. With staff being cut significantly, most of this is redundancy costs. SD confirmed this was the case. KE is comforted that many costs are one offs – and the warning has been received.

FB then stated that the Board have identified major areas of loss or significate overspend and will work together to ensure a repetition does not occur. She stated that the Board are excited to move forward and look at ways to generate income and make things work for the members.

JI pointed out that previously budgets were managed by the staff and not the volunteers. Whilst this will continue our volunteers need to tell us where their priorities are. If this falls outside of current funding streams then we need to step out and look for commercial partners to support this activity.

Roberto Rigante (RR)– since there is a sensitivity around the finances, can we outline quarterly financial targets which can be communicated? SD – this was discussed in the Board meeting – there will be trackers. JI – as part of governance review, VE need to put more information on the website for members.

Gerard van Zwieten (GvZ) – will Individual registration come around again? KN – this is being considered. The key issue is a lack of information on participants which is needed by SE. Some form of individual membership which allows us to gather this information is the priority. The new data
Volleyball England Annual General Meeting
2018 - Minutes

<table>
<thead>
<tr>
<th>Proposition</th>
<th>Resolution</th>
<th>Decision</th>
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<tbody>
<tr>
<td>Collection system must be of benefit to members and VE. Consultation is</td>
<td>Proposal for BDO to complete current audit,</td>
<td>Closed</td>
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<tr>
<td>required on what we want from the system and how it will benefit Volleyball.</td>
<td>moving forward this process may go out to</td>
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<tr>
<td>SD added within the Sport England application 2017/2021 we proposed</td>
<td>tender. No objections.</td>
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<tr>
<td>introducing a new CRM system. Sport England want to work with VE on this</td>
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<td>project and look at a fit for purpose system. VE have been working on this</td>
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<td>and had identified a system.</td>
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<td>BK asked as someone who has fought against Individual Registration he was</td>
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<td>coming around to it, he is glad to see VE looking at new ways of generating</td>
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<td>income. We don't need free membership – we need consultation at grass roots</td>
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<td>and with clubs. The personal touch is needed. A lot of the information is</td>
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<td>available already if you look at clubs, area and county websites. BK</td>
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<td>suggested the Administration Conference is bought back.</td>
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<tr>
<td>1/8 Proposal for BDO to complete current audit, moving forward this process</td>
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<td>may go out to tender. No objections.</td>
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<td>2/1 KN explained that to be successful all motions being voted on at the</td>
<td>Vote for 1st resolution pertaining the</td>
<td>Closed</td>
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<td>AGM required a majority: 75% or more in favour.</td>
<td>renaming of roles to align Articles with</td>
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<td>BK expressed concerns about SE’s control over NGBs. KN outlined that the</td>
<td>changes in titles.</td>
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<td>main condition of SE funding was to replace the President with an</td>
<td>For: 26</td>
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<td>Independent Chair, all other amendments to the articles came from the</td>
<td>Against: 3</td>
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<tr>
<td>outcomes of the strategy meetings held over the past 9 months.</td>
<td>89.7% majority – the motion passed.</td>
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<td>Tim Godson (TG) – whether SE demand it or not, having listened to the</td>
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<td>financial report surely all members would want an Independent Chair?</td>
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<td>2/2 Vote for 1st resolution pertaining the renaming of roles to align</td>
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<td>Articles with changes in titles.</td>
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<td>Following a recruitment process, two Independent Board Members have been</td>
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<td>appointed – Ian Walls (IW) and Clare Francis. The role titles will be</td>
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<td>confirmed following the AGM voting. They join based on the current articles</td>
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<td>relating to Board Composition. An Independent Finance Director will be</td>
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<td>recruited. The word independent means anybody who has not served in the</td>
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<td>organisation (or worked for it) in the last four years.</td>
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<td>LB asked for the rationale as to why the Board chose the three portfolios</td>
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<td>(Commercial &amp; Marketing, Legal and Financial) for the roles of Non-Executive</td>
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<td>Directors (NEDs). KN – we looked at skill gaps within previous Boards.</td>
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<td>JI led a skills assessment of the Board to identify skill gaps for new</td>
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<td>NEDs. LB stated as a member he would have preferred an elected Finance</td>
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<td>Director – what happens if an Independent Finance Director was not found?</td>
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<td>There was no answer. The vote will see the introduction of a new</td>
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<td>Independent Chair – mandatory to access Sport England funding. Vote for</td>
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<td>composition of the Executive Board – to change the titles, roles and</td>
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<td>increase the number of portfolio member on the Executive Board to meet the</td>
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<td>needs of the Association:</td>
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<td>For: 28</td>
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<td>Against: 1</td>
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Closed
### Volleyball England Annual General Meeting 2018 - Minutes

**96.6% in favour – the motion passed.**

| 2/4 | KN stated the Board have chosen the option of two x four year terms for the Independent Chair. LB asked of colleagues who were elected last year will not be up for re-election, so are these terms being extended? KN confirmed this. This is already in the Articles of Associations. 14.3.1 – reappointment for Independent Chair dated at 2023. This needs changing to 2021. The Articles of Association will reflect this, and will state 2021. Vote for Appointment and Retirement of Elected Directors, and to define appointment of Directors and Term of Office: |
| For: 26 | Against: 3 |
| 89.7% in favour – the motion passed. | Closed |

| 2/5 | Vote for the changes to working groups. LB requested to know what is the background to these changes, and what difference will these changes make? JI confirmed these changes came about through Leadership and Strategy meetings and to reflect more transparent method of working by encouraging sub-groups to bridge the gap between delivery team leads and the Board of Directors. SD added that this new way of working is also reflected in the revised staffing structure. Vote for changes to the Committees and Working Groups: |
| For: 26 | Against: 3 |
| 89.7% in favour – the motion passed. | Closed |

<p>| 2/6 | Vote for changes to AGM procedures, including a limitation of 6 proxy votes per person. James Murphy (JM) – there are only 29 votes at this for all affiliated clubs – is restricting the proxy vote going to reduce this even further? LB was not convinced by limited of proxy votes. Not aware of any NGBs that have this restriction; will this apply to the Chair of the Meeting too? Information was out there, if someone cannot come are we denying them the opportunity of voting. Where did the figure of 6 come from? KN – it seemed an appropriate figure. KN stated that if someone wanted to put forward a resolution, there are currently no clear guidelines. The amendment will enable clear guidelines to be put in the Articles of Association. LB – does this mean if the Board doesn’t approve of a resolution they can then refuse this. The board consider all nominations and request to amend the articles based on their governance process. 14.3.1 – 14 days’ clear notice of AGM is required by VE – this is two weeks after the 28 days’ requirement for resolutions to be put forward. KN – the date is advertised. LB is seeking a formal change to the Articles to change the timeframes. SD asked LB to put forward a formal request for the next AGM. Vote for AGM – Clarification of Procedure |
| For: 22 | Against: 6 |
| Abstained: 1 | Closed |</p>
<table>
<thead>
<tr>
<th>Resolution</th>
<th>Result</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7</td>
<td>Resolution put forward by Alan Bell. BK spoke about this in support of motion. Vote for Financial Transparency. As this did not come through the Board, a member asked if the Board were in support of the resolution. KN confirmed the Board fully support the motion. For: 29 Against: 0 100% in favour – the motion passed.</td>
<td>Closed</td>
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<tr>
<td>3/1</td>
<td>Votes for new Executive Board members, Delivery Leads. KN confirmed there are no nominations for Inclusion &amp; Diversity on the Board or Coaching Lead. JI called for members to put themselves forward, especially for Inclusion &amp; Diversity, referencing sitting volleyball as one of our 3 disciplines. JI confirmed we are shortly going to start recruitment for people to join the pool of experts. We want as wide a group of people as possible. Attendees were asked to share this as wide as they can. JI confirmed there is an application process with no cut off period. Charlie Orton (CO) asked is this a response to members who complain that things don’t go as they want. JI confirmed VE want to give members a voice. To drive costs down we should encourage members to take on more responsibility rather than relying on the paid staff. Cisel Ormanci (COr) asked who is the best person to speak to at VE with regards to facility development? JI replied speak to herself or KN. Executive Board – Talent Director – Jefferson Williams For: 28 Against: 0 Abstain: 1 100% in favour – Jefferson Williams is appointed</td>
<td>Closed</td>
</tr>
<tr>
<td>3/2</td>
<td>Executive Board – Public Relations &amp; Communications Director – Simon Griffiths For: 28 Against: 1 Abstain: 0 96.6% in favour – Simon Griffiths is appointed</td>
<td>Closed</td>
</tr>
<tr>
<td>3/3</td>
<td>Executive Board – Insight and Research Director – Seyram Atubra For: 28 Against: 0 Abstain: 1 100% in favour – Seyram Atubra is appointed</td>
<td>Closed</td>
</tr>
<tr>
<td>3/4</td>
<td>Work Stream Lead – Children and Young People – Stephen Kerr For: 27 Against: 2 Abstain: 0 93.1% in favour – Stephen Kerr is appointed</td>
<td>Closed</td>
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<td>3/5</td>
<td>Work Stream Lead – Competitions Lead – James Murphy</td>
<td>Closed</td>
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| **For:** | 27  
**Against:** | 1  
**Abstain:** | 1 |
| **96.4% in favour – James Murphy is appointed** |   |
| **3/6** | Work Stream Lead – Technical Lead – Carol Gordon  
**For:** | 28  
**Against:** | 0  
**Abstain:** | 1 |
| **100% in favour – Carol Gordon is appointed** | **Closed** |
| **3/7** | KN introduced Adam Walker (AW) as the new Independent Chair of Volleyball England. AW thanked members for voting in favour of the amendments to the Articles of Association which enabled his role. The new Chair gave a short summary of his life in sport and stated he had a real passion for grassroots sport, driven by volunteers. He confirmed he had a professional background working in sports business – for NGBs and commercial parties.  
JI thanked KN for his service over a very difficult period, Volleyball has recovered due to his efforts over the last twelve months. |   |
| **Close** |   |