Vice President – Membership Database
Job Description

Title   Vice President

Department(s)   Membership Database

Reports to   Co-Presidents

Summary of essential job functions

- Management of BVA membership database, including the following:
    - Review of individual team rosters, emails to team captains for players not in compliance
    - Updating of individual member profiles
    - Re-sending of outstanding membership invoices
    - Maintenance of Membership Groups in EZ Facility
- Attendance of BVA executive committee meetings

Minimum requirements

- Understanding of and willingness to promote the sport of volleyball.
- Ability to use EZ Facility / Membership system

Abilities required

- Proactive and self-motivated.
- Able to multi-task and meet deadlines.
- Organized

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

FIVB