



COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION

Board of Directors – Position Descriptions

UPDATED MARCH 2025

CEVA'S MISSION

CEVA (Columbia Empire Volleyball Association) is one of 40 regions of USA Volleyball. CEVA represents the state of Oregon and four counties in SW Washington offering playing opportunities for Junior Girls, Junior Boys and Adults. Our mission is to promote, foster and teach life-long lessons through volleyball in Oregon and SW Washington. CEVA is dedicated to providing volleyball opportunities through high caliber programs, member services and community involvement.

BASIC BOARD MEMBER DUTIES

- **Duty of Care** – Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgement while doing so.
- **Duty of Loyalty** – Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- **Duty of Obedience** – Board members bear the legal responsibility of ensuring the organization complies with applicable federal, state, and local laws and adheres to its mission. This includes overall fiduciary responsibility for the organization.

EXPECTATIONS OF THE BOARD AS A WHOLE

In close coordination with the office staff, standing committees, and appropriate stakeholders, the Board is responsible for:

- Determining the mission and purposes of CEVA
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring CEVA's programs and services
- Enhancing CEVA's public image
- Assessing its own performance as the governing body of CEVA

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

- Know CEVA's mission, policies, programs, and needs
- Read and understand CEVA's financial statements
- Serve as active advocates and ambassadors for CEVA and engage in identifying and securing the financial resources and partnerships necessary for CEVA to advance the mission
- Leverage connections, networks, and resources to develop collective action to fully achieve CEVA's mission
- Prepare for, attend, and conscientiously participate in Board meetings and CEVA events as requested
- Engage with the staff and other Board members outside of meetings, through the means provided by CEVA
- Follow CEVA's bylaws, policies, and Board resolutions
- Sign an annual conflict-of-interest (COI) disclosure and update it during the year, if necessary, as well as disclose potential or actual conflicts before and during meetings
- Maintain confidentiality about all internal matters pertaining to CEVA
- Strong commitment to diversity & inclusion
- Current USAV membership, cleared USAV background screen, and current Safesport certification



**POSITION DESCRIPTION
ADULT REPRESENTATIVE**

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Chair of the CEVA Adult Committee

Member may participate with other committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Develop opportunities for adult players to participate in events, including helping to schedule and host tournaments
- Serve as a voice for the adult playing community on the Board of Directors and in organizational decision-making processes
- Develop avenues for junior players to transition into adult play
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Passion for adult volleyball
- Experience as an adult volleyball player (in CEVA or other leagues/events)
- Experience running volleyball events
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- Board position – 1-2 hours per week
- Committee – 1-2 additional hours per week



**POSITION DESCRIPTION
OFFICIALS' REPRESENTATIVE**

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Chair of the CEVA Officials' Committee

Member may participate with other committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Set policy and procedures for the Officials' Division of CEVA
- Assist in the development and execution of recruitment efforts for new officials in the region
- Serve as a voice for officials on the Board of Directors and within CEVA's organizational decision-making processes
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Current CEVA official in good standing
- Understanding of CEVA's administrative structure as it pertains to officials and independent contractors
- Ability to attend USAV national meetings as necessary (on rare occasions)
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- Board position – 1-2 hours per week
- Committee – 1-2 additional hours per week



**POSITION DESCRIPTION
JUNIOR GIRLS' REPRESENTATIVE**

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Chair of the CEVA Junior Girls' Committee

Member may participate with other committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Provide support and guidance for ongoing and future junior girls' programming in the region
- Ensure clubs of all sizes, in all areas of the region, feel heard and understood
- Collaborate with other stakeholders to enhance junior girls' programming in the region, including at the grassroots level
- Serve as a voice for junior girls' club administrators, coaches, and players on the Board of Directors and within CEVA's organizational decision-making processes
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Experience as a club administrator or coach within a junior girls' club in CEVA
- Knowledge of the region's current tournament formatting and structure
- Desire to see growth of junior girls' membership at all levels and in all areas of the region
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- Board position – 1-2 hours per week
- Committee – 1-2 additional hours per week



**POSITION DESCRIPTION
JUNIOR BOYS' REPRESENTATIVE**

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Chair of the CEVA Junior Boys' Committee

Member may participate with other committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Provide support and guidance for ongoing and future junior boys' programming in the region
- Ensure clubs of all sizes, in all areas of the region, feel heard and understood
- Collaborate with other stakeholders to enhance junior boys' programming in the region, including at the grassroots level
- Serve as a voice for junior boys' club administrators, coaches, and players on the Board of Directors and within CEVA's organizational decision-making processes
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Experience as a club administrator or coach within a junior boys' club in CEVA
- Knowledge of the region's current tournament formatting and structure
- Desire to see growth of junior boys' membership at all levels and in all areas of the region
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- Board position – 1-2 hours per week
- Committee – 1-2 additional hours per week



**POSITION DESCRIPTION
GEOGRAPHICAL REPRESENTATIVE**

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Position does not require participation on a standing committee

Member may participate with committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Cultivate relationships with club directors, administrators, and stakeholders in rural and underserved areas of the region to help create opportunities in those areas
- Bring ideas for programming to the CEVA Board and staff for potential implementation
- Regularly communicate with clubs who may not participate with USAV and determine how a pathway for their participation in CEVA programming can be developed
- Serve as a voice for clubs in non-traditional areas of CEVA within the Board and in the region's decision-making processes.
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Experience as a club director, coach, or administrator in a CEVA club
- Intimate familiarity with the challenges faced by clubs outside the major metro areas the region serves (e.g., Portland, Vancouver, Salem, Central Valley)
- Desire to develop and grow opportunities for USAV-sanctioned events in rural and underserved areas of CEVA
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- 1-2 hours per week



POSITION DESCRIPTION
DIVERSITY & INCLUSION REPRESENTATIVE

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Chair of the CEVA Diversity & Inclusion Committee

Member may participate with other committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Provides support and guidance for CEVA's ongoing D/I initiatives, recognizing CEVA's ongoing commitment to these values
- Helps develop educational opportunities for staff, Board, and region stakeholders
- Provides shared oversight of CEVA's scholarship funds
- Assists in continued efforts to make club volleyball more accessible to underserved and underrepresented communities
- Ensures region decision-making process is inclusive of all perspectives and that stakeholders are conscious of the impact decisions can make on groups within the region
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Commitment to inclusivity and diversity within the region
- Experience with other D/I initiatives (either within CEVA or in other professional organizations)
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- Board position – 1-2 hours per week
- Committee – 1-2 additional hours per week



**POSITION DESCRIPTION
PARENT REPRESENTATIVE**

TERM

Three years

May serve two consecutive three-year terms (six consecutive years)

COMMITTEE RESPONSIBILITIES

Position does not require participation on a standing committee

Member may participate with committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Serve as a voice for the parents of junior players on the CEVA Board and within CEVA's decision-making processes
- Cultivate and develop relationships with parent groups within clubs
- Review staff updates and provide support for the office as requested

DESIRED QUALITIES OR QUALIFICATIONS

- Have a junior player that has recently played, or is currently playing, with a CEVA-sanctioned club
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- 1-2 hours per week



**POSITION DESCRIPTION
AT-LARGE BOARD MEMBER**

TERM

One year

May serve up to six consecutive years

ELECTION CYCLE

Positions are selected by the existing Board of Directors at their first meeting of the fiscal year (typically in July or August each year).

COMMITTEE RESPONSIBILITIES

Position does not require participation on a standing committee

Members may participate with committees as desired and as space allows

BRIEF DESCRIPTION OF RESPONSIBILITIES

- Provide input, suggestions, and engagement in all facets of Board work
- Review staff updates and provide support for the office as requested

Note – in some instances, At-Large Board Members are recruited to bring a specific area of expertise to the Board. In those cases, the member would be responsible for ensuring their voice is heard within that context.

DESIRED QUALITIES OR QUALIFICATIONS

- Recommended but not required – knowledge of CEVA’s current programming, policies, and procedures
- Patience and a sense of humor
- Ability to make decisions objectively without bias towards a particular club or perspective.
- Ability to see all sides of an issue and develop an understanding of all points of view before making decisions
- Ability to listen, gather feedback, and effectively communicate that feedback to necessary stakeholders

TIME COMMITMENT

- 1-2 hours per week



OFFICERS OF THE BOARD

TERM

One year

Officers are elected by the members of the Board

Any member of the Board (elected representative or member at-large) may serve as an officer

ELECTION CYCLE

Positions are selected by the existing Board of Directors at the corporation's annual meeting, usually in June. Positions are not elected by the membership and a member cannot "run" for an officer position independent of running for another position on the Board. Members must be on the Board before being considered for an officer position.

AVAILABLE POSITIONS

- President
- Vice President
- Secretary
- Treasurer

DESCRIPTION OF RESPONSIBILITIES

- Descriptions are available in the CEVA Bylaws – found at www.cevaregion.org/about
- All officers are members of the CEVA Executive Committee

DESIRED QUALITIES OR QUALIFICATIONS

- Strong leadership ability
- Commitment to accountability, follow-through, and ensuring tasks are completed in a timely manner
 - This can involve directing other members of the Board in tasks and ensuring those tasks are completed.
- Detail-oriented and highly organized
- Collaborative and team-oriented
- Provide input, suggestions, and engagement in all facets of Board work
- Review staff updates and provide support for the office as requested

COMMITTEE RESPONSIBILITIES

- President – Chair of the CEVA Executive Committee
- Vice President – Chair of the CEVA Board Development Committee if no other member wishes to serve in this position.
- Secretary – Chair of the CEVA Policy & Appeals Committee if no other member wishes to serve in this position.
- Treasurer – Chair of the CEVA Finance Committee

TIME COMMITMENT

- Officer position & related committee work – 2-6 additional hours per month