**1. Background**

Calgary Volleyball Officials Association (CVOA) Executive Committee (EC) is the elected at the Annual General Meeting (AGM) to represent Zone 3 in Alberta. Structure of the Committee is as outline by Volleyball Alberta. Currently, Alberta is divided into nine geographic zones. Zone 3 consists of Calgary and area. The Zone works closely with Volleyball Alberta which is the recognized provincial body for volleyball referees. The members of the Executive Committee have agreed to work together to manage the activities of Zone 3.

The overall goal of the CVOA Executive Committee is to create a positive environment for the benefit of all referees and participants of the sport of volleyball in Zone 3.

**2. Scope of Authority & Accountability**

The Executive Committee (EC) elected by the membership at the AGM. The EC will:

* In alignment with Volleyball Alberta, define the scope and principles that will guide EC activities;
* be accountable for agreed strategies to achieve the goal of the group
* provide oversight to the development, implementation and evaluation of the agreed strategies and objectives (Ie. Level 1 and 2 development);
* manage, maintain and monitor financial records;
* establish a mechanism to manage and resolve any potential conflicts of interest and/or disciplinary actions;
* ensure effective communication strategies and documentation to support the goals of the group;
* ensure that duties outlined in role descriptions are carried out in order to facilitate smooth operation of the Zone.

**3. Composition**

The EC will consist of:

* Zone Officials Chair: (ZOC): Focal contact for the zone, oversees all zone activities
* President: Assists with zone activities, handles disciplinary issues, proxies for ZOC
* Secretary/Treasurer: Oversees all finances and communication
* High School Assignor: Handles assigning of referees to high school league events
* Tournament Assignor: Handles assigning of referees to tournament events (not including Volleyball Alberta events)
* Financial Reviewer (non voting EC member):
* Development Coordinator (non voting EC member, appointed by ZOC) - Responsible for mentorship, training and certification of level 1 officials (appointed, non voting)

At a high level, EC member responsibilities include:

* Participate and collaborate in the activities of the EC.
* Attend in-person and teleconference meetings. It is expected that all members will place a priority on attending meetings;
* Adhere to the Terms of Reference (this document),
* Perform duties as detailed in the [role descriptions](https://www.calgaryvolleyballofficials.com/cvoa-executive) found on CVOA website.

The initial term will be two (2) years for all EC members with the exception of High School and Tournament Assignors and Development Coordinator where the term of service is one (1) year. Terms begin September 1st. Individuals may stand for reappointment after completion of their term.

Individuals may be replaced if not performing satisfactorily or in good standing according to Volleyball Alberta, VAO or CVOA standards or the individual is deemed to be no longer meeting the needs of the role or representing the best interest of officials forward.

**4. Meetings**

Executive Committee Meetings will typically be called by the Zone Official Chair and be, at minimum, once per year, to discuss zone business. A quorum at Executive Meetings is considered to be the ZOC or President, plus two (2) other EC members.

Ad hoc meetings will occur as required along with email/telephone communications as necessary in order to deal expeditiously with Zone activities/business.

Decisions are made by consensus whenever possible. If necessary, decisions are made by majority vote with each eligible entity having a single vote.

An AGM for all zone referees should be held each year. This Zone meeting shall be open to any interested official to attend and express concerns.

An all members meeting may be held opposite of the AGM to update members on the upcoming seasons and inform the membership of any outstanding zone activities.

**5. Remuneration**

Remuneration of executive positions will be ratified at Annual General Meetings (if changes are made). Remuneration is dependent on completion of responsibilities and not paid in advance. Remuneration will be tracked and reported in zone finances. Note: Volleyball Alberta may issue guidance on executive remuneration that may override zone decisions.

**6. Zone Finances**

The Zone account must be maintained with suitable financial records; these records are to be made available to any certified referee within that zone upon request. An Annual Zone Financial Statement shall be produced for the Zone membership and forwarded to the VAO President, in advance of the ZOC meetings. If the Zone Financial Statements are not finalized by this request from the VAO President, the Zones current snapshot of finances may be sent, with the finalized statements being sent as soon as they have been compiled. The fiscal year for all Zones is September 1 to August 31.

**7. Executive Nomination and Voting Procedures**

The ZOC will send a notice to all referees of the zone to inform them of the opening of the nomination period, typically in August of each year. The communication will state the positions open for the coming year(s) and outline the nomination process and deadlines.

Election of individuals will start with a nomination from a registered zone referee in good standing with Volleyball Alberta. Nomination is completed using the [*Nomination Form for Executive Positions*](https://www.calgaryvolleyballofficials.com/publications) (found on the zone website) and submitted to the ZOC.

For the nominations of the ZOC, the President will be provided copies of all nominations in order to ensure transparency.

The nominee’s names for each position will be shared to zone officials at least one week prior to the AGM.

Voting and/or acclimation for positions will only be determined at the Annual General Meeting. Eligible voters must be present to participate in the voting. Eligible voters are any referee’s in good standing that primarily support the zone.

Where multiple individuals are standing for election, each will be provided an opportunity to speak at the AGM, for a maximum of 3 minutes, prior to voting.

Other details:

* Nomination forms must be completed in full; nominees must ensure the individual being nominated for the role agrees with the nomination.
* The completed nomination form must be sent to the ZOC (or President) within the timelines established by the ZOC
* Any registered VAO in good standing may nominate an eligible candidate.
* Dates for submission of the nomination forms will be decided upon by the EC