



World ParaVolley POSITION DESCRIPTION

Position Title:	Vice President
Method of Appointment:	Elected by the General Assembly two years after the Paralympic Games
Period of Office:	Four years
Responsible to:	The Board and President
Date Updated:	September 2022

Organisation statement:

World ParaVolley (WPV) is a member of the International Paralympic Committee (IPC) and is recognised by IPC as the sole International Federation with worldwide responsibility for volleyball for athletes with a physical impairment. *World ParaVolley's* Mission is to encourage the growth and development of volleyball for athletes with a physical impairment in all nations of the world through an organised programme of education, instruction, promotion, and competition, aimed at stimulating athletes and officials to join the worldwide volleyball family.

Description of Position:

The Vice President, in conjunction with other Board members, is responsible for the planning, strategic direction and oversight of the governance and development of World ParaVolley.

Reporting and Working Relationships:

The Vice President reports to the General Assembly that is held every two years in co-operation with the President. The Vice President works with other Board members to plan and manage the governance activities of World ParaVolley and acts to support the work of the General Manager and the President.

Duties and Responsibilities:

Contribute to the strategic planning and direction of World ParaVolley by:

1. Leading and participating in discussion and planning with relevant stakeholders
2. Assisting with monitoring the progressive achievement of the strategic outcomes
3. Attending Board and other relevant meetings
4. Assisting in Board decision-making.

Assist in the enhancement of the international standing and reputation of World ParaVolley by representing the organisation at international events, conferences and meetings when required.

Assist with the efficient and effective functioning of the General Assembly and Board of Directors of World ParaVolley by ensuring compliance with the policies established by the Board for the conduct of business.

Assist with the risk management and safeguarding policies and procedures as deemed necessary by the Board.

Assist the President to ensure that proper processes are followed by complying with the Constitution and policies established for the conduct of World ParaVolley activities.

Assist with the development of governance policies and procedures to ensure effective governance processes are implemented and followed by the Board and the various Commissions and Committees of World ParaVolley.

Undertake any other reasonable duties as requested by the Board and President.

Skills and Knowledge:

Essential:

1. Ability to contribute to leadership at the Board level
2. A comprehensive understanding of the governance of international sport
3. An understanding of the philosophy and workings of the International Paralympic Committee, the International Volleyball Federation and other identified partners and the implications for World ParaVolley
4. Efficient and effective communication skills at the international level
5. A thorough understanding of the Constitution, structure, processes, policies, and procedures of World ParaVolley
6. A respect and appreciation of the cultural diversity of the member countries within the World ParaVolley community
7. A working knowledge of information technology
8. An understanding of financial management and practices
9. Competencies in the English language, verbal and written.

Desirable:

1. The ability to develop and utilise networks for the benefit of World ParaVolley.
2. The ability to identify and manage participation opportunities for the benefit of World ParaVolley athletes and officials.

Experience:

1. Experience in working as a member of a Board of Directors with relevant governance and management expertise
2. Experience in leadership, strategic planning, management, and sport
3. Experience in interacting and working with people from a variety of cultures