



**Virginia Wrestling Association, Inc
(VAWA)
Organization Overview**

8-9 September 2007

Overview of VAWA Brief

- Mission
- Organizational Chart
- Executive Board of Directors Positions
- Appointed Committee Directors
- Proposed Regions

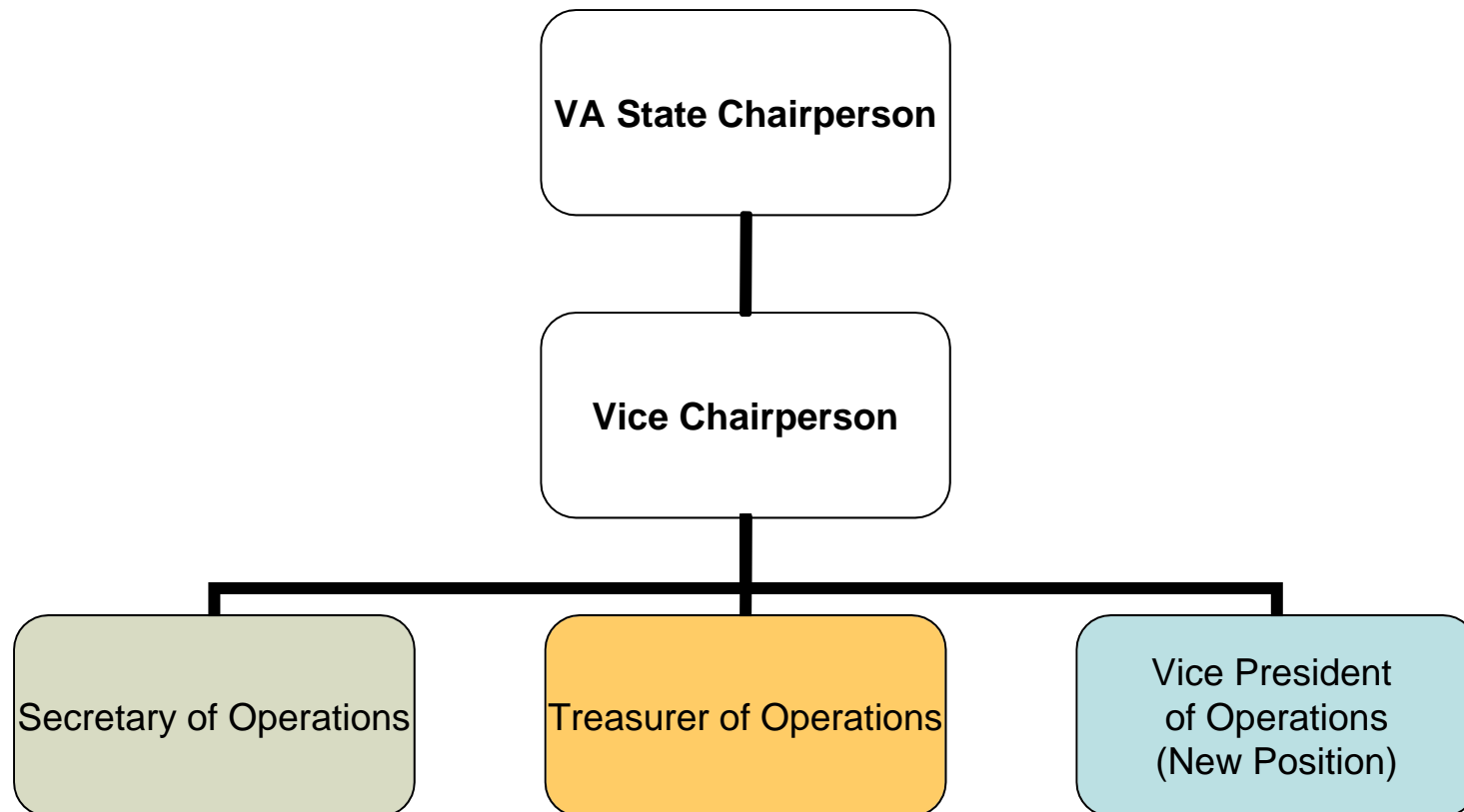
VAWA Mission Statement

Virginia Wrestling Association, Inc. (VAWA) is a non-profit, 501 c 3 corporation that provides the opportunity for people of any age, sex or creed with a diverse level of experience and skill the ability to compete, coach or officiate in the great sport of wrestling on a local, regional, national or international stage.

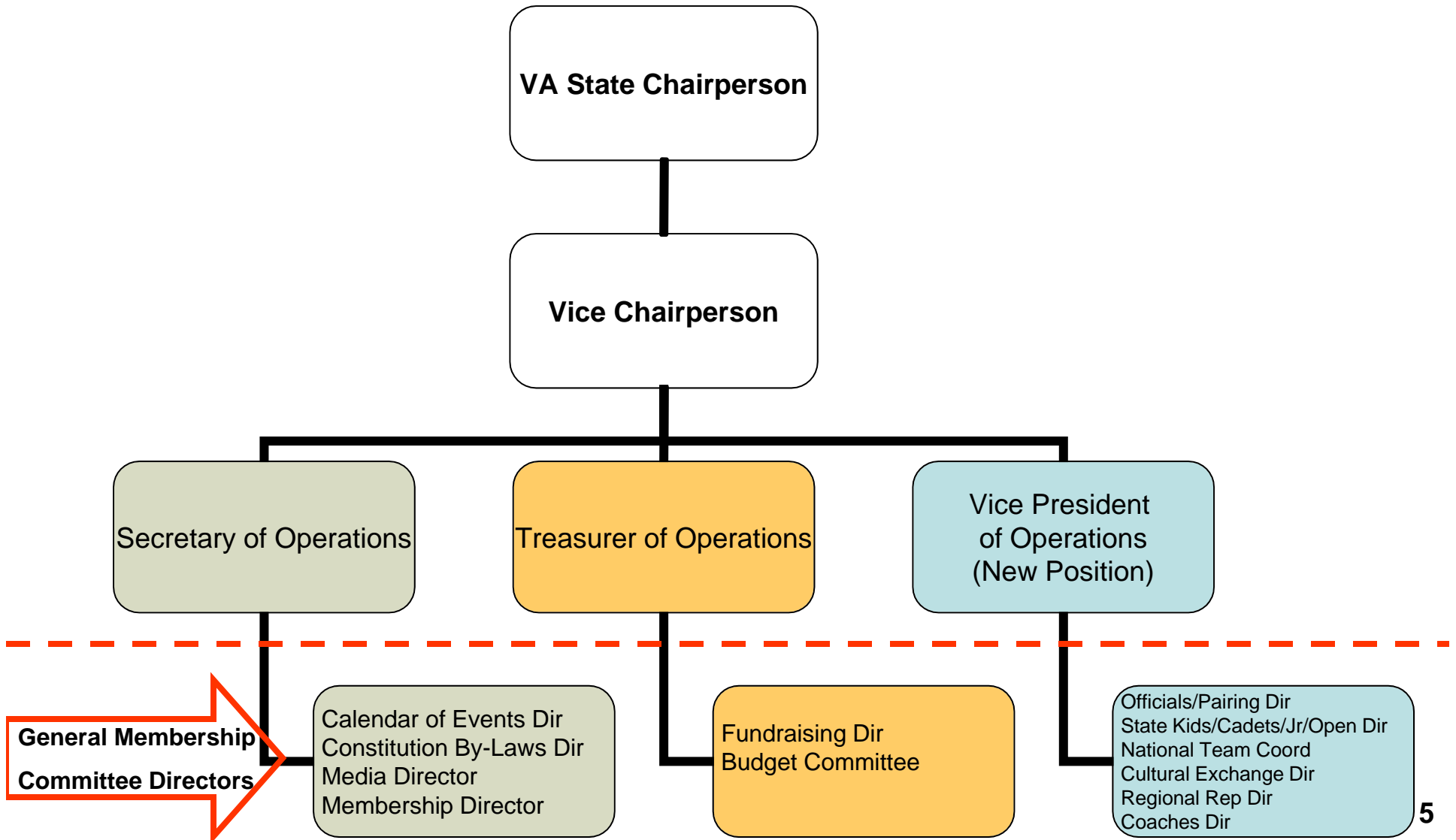
VAWA will strive to create an environment that encourages athletes, coaches and officials alike to show leadership, sportsmanship, hard work, perseverance and continuing education while training for success at any level. We will adhere to the standards set before us by USA Wrestling, the national governing body of wrestling in our country.

VAWA will also seek the involvement of the community, and it will embrace the responsibility of earning a positive collective reputation – a reputation that forever fosters pride, love and respect for their sport and their state!

Virginia Wrestling Association, Inc. (VAWA) Executive Committee - Board of Directors



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Executive Committee - Board of Directors Positions

State Chairperson:

- ✓ Serves as the Ambassador of Virginia Wrestling nationally
- ✓ Serves as the presiding officer at executive, board of directors, and membership meetings
- ✓ Serves as the Chief administrative officer of VAWA, Inc.
- ✓ Implements USA Wrestling policies within Virginia
- ✓ Calls the annual Members Meeting to set calendar and receive recommendations from clubs and members

Vice Chairperson:

- ✓ Assumes the duties of State Chairperson in his/her absence
- ✓ Completes the term of office of State Chairperson if position is vacated
- ✓ Oversees coordination and sanctioning of all VAWA programs
- ✓ Ensures all VAWA fiscal policies, reports and matters are handled according to established bylaws
- ✓ Reviews and approves appointments of non-standing committee directors from the Executive Board of Directors.
- ✓ Acts as main liaison between the Executive Board of Directors and the State Chairperson

Executive Committee - Board of Director Positions

Secretary of Operations:

- ✓ Reports directly to the Vice Chairperson
- ✓ Responsible for recording the minutes of all meetings, and to correspond
- ✓ minutes to members
- ✓ Mailing of minutes of annual organizational meeting to all member clubs, state
- ✓ council members and USA Wrestling state association director
- ✓ Ensures distribution and mailing of all necessary and informative materials to general club membership, tournament directors and Executive Board
- ✓ Reviews all tournament sanctions and club charter applications
- ✓ Prepares and submits all required minutes/notifications to IRS/501C3 Office
- ✓ Appoints/Selects members to serve as Committee Directors for:
 - Calendar of Events Director*
 - Constitution By-Laws Director*
 - Media Director*
 - Membership Director*

*These positions existed in the VA USA Wrestling Association – recommend continue having these positions, Directors will report to Secretary of Operations and specific job responsibilities should be reviewed, updated and approved by general membership.

Executive Committee – Board of Directors Positions

Treasurer of Operations:

- ✓ Reports directly to the Vice Chairperson
- ✓ Maintains the VAWA, Inc. financial records, receipts and reports
- ✓ Complies with all USA Wrestling national requirements governing financial affairs and reports.
- ✓ Complies with all IRS/501C3 requirements and filling of annual report
- ✓ Receives and disburses all money, dues and registration fees
- ✓ Reporting to all members of VAWA, Inc. an annual financial report for the previous year
- ✓ Tabulation and receipt of all money from various state championship tournaments
- ✓ Payment of all expenditures of VAWA, Inc.
- ✓ Responsible for obtaining an annual outside independent audit (might want to include this one)
- ✓ Appoints/Selects members to serve as Committee Directors for:
 - Fundraiser Director*
 - Budget Committee Director*

*These positions existed in the VA USA Wrestling Association – recommend continue having these positions, Directors will report to Treasurer of Operations and specific job responsibilities should be reviewed, updated and approved by general membership.

Executive Committee – Board of Directors Positions

Vice President of Operations (New Position):

- ✓ Reports directly to the Vice Chairperson
- ✓ Oversees the day-to-day operations of VAWA, Inc
- ✓ Appoints/Selects members to serve as Committee Directors for:
 - Officials/Pairing Director*
 - State Kids / Cadets / Juniors/ Open Divisions Director*
 - National Team Director*
 - Cultural Exchange Director*
 - Regional Directors
 - Coaches Directors

*These positions existed in the VA USA Wrestling Association – recommend continue having these positions, Directors will report to Vice President of Operations and specific job responsibilities should be reviewed, updated and approved by general membership.

