

# **SUMMERLAND PICKLEBALL CLUB**

## **JOB DESCRIPTIONS FOR EXECUTIVE POSITIONS ON THE BOARD**

### **PRESIDENT (CHAIR)**

- presides over all meetings of the Summerland Pickleball Club (SPC) and of the Directors;
- is the Chief Executive Officer of the SPC and shall supervise the other Officers in the execution of their duties;
- is the chief spokesperson for the SPC and an ex-officio member of all committees;
- shall liaise and negotiate with the District of Summerland in all matters pertaining to new and/or existing pickleball courts in Summerland
- receives reports and updates from Executive and Chairpersons on the SPC.

### **VICE-PRESIDENT**

- presides over meetings if the President is unable to attend;
- assists the President as requested;
- manages and edits the SPC website and ensures the information on the website is accurate and current;

### **CLUB SECRETARY**

- conducts correspondence and responds to all general email inquiries for the SPC;
- ensures the Club binder is current with up-to-date forms and procedures and provides new information and revised forms in .pdf to be added to the SPC website;
- creates and manages registration program on Sign Up Genius for members to access SPC programs;
- prepares all draft Agendas for SPC meetings to be reviewed by the President and issues notices of meetings to the SPC Board; notifies all SPC members by email of special General Meetings and the AGM;
- publishes and distributes the Call for Nominations 30 days prior to the AGM; receives membership nominations to be presented at the AGM for available Board positions; updates the job descriptions as needed;
- records and files the Minutes of all meetings; and distributes the Minutes of General Meetings and AGM to Club members by email;
- keeps the register of Members on file and updates the gmail contact list accordingly;
- ensures the SPC Bylaws are kept up to date and implements all approved changes and Addenda;
- logs incident reports and safety issues for future reporting to the Board;
- renews the yearly liability insurance coverage (Renewal date April 30<sup>th</sup>)

### **TREASURER**

- maintains the SPC bank account and acts as signing authority on the account;
- balances all bank statements;
- deposits funds and writes cheques as expenses are incurred;
- maintains detailed records of all financial accounting and restricted funds;
- reports (with printed backup) SPC financial information at all meetings as required;
- prepares the year-end financial statements for presentation at the AGM;
- presents recommendations to the Board for any transfer of funds to the restricted fund for the development of future courts;
- collects, deposits and disburses all drop in fees received by the SPC during the winter indoor playing season.