

**SUMMERLAND PICKLEBALL CLUB**  
**JOB DESCRIPTIONS FOR POSITIONS ON THE BOARD**

**Members of the Executive**

**PRESIDENT (CHAIR)**

- is the Chief Executive Officer of the SPC and shall supervise Officers and Directors in the execution of their duties;
- delegates major tasks such as website maintenance, Sign-Up Genius scheduling and management of the Club's records on the Pickleball Canada National System to qualified club members or contractors;
- is the chief spokesperson for the SPC and an ex-officio member of all committees;
- liaises and negotiates with the District of Summerland and other organizations in all matters pertaining to the use and rental of pickleball courts for SPC programming;
- settles disputes and complaints in accordance with club bylaws;
- presides over all meetings of the Summerland Pickleball Club (SPC) and of the Directors;
- approves agendas, meeting minutes, external correspondence and club communication media before release.

**VICE-PRESIDENT**

- presides over meetings and manages club communications if the President is unavailable;
- assists the President as requested.

**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>)