

SUMMERLAND PICKLEBALL CLUB
JOB DESCRIPTIONS FOR POSITIONS ON THE BOARD

Members of the Executive continued

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;
- transfer fees paid by new and renewing members from the Summerland Pickleball Club account with PCNS to the SPC account at the Credit Union;
- collects, deposits and disburses all drop in fees received by the SPC during the winter indoor playing season.

Directors at Large

MEMBERSHIP DIRECTOR

- communicates with members and potential members on any items related to membership to Summerland Pickleball Club;
- updates and maintains current membership list through Pickleball Canada National System software (PCNS), keeping track of expired memberships, new members, and renewals;
- notifies Secretary and Sign up Genius administrator of any new members to update their contact lists, and give new members access to programs;
- provides current membership lists and reporting for executive members as requested;
- provides technical support to members for online registrations and renewals through PCNS.

MAINTENANCE DIRECTOR

- ensures that indoor and outdoor courts are safe and playable;
- procures and maintains club-owned equipment and balls to support ongoing programming;
- communicates with the District of Summerland and operators of rented courts to ensure that courts are safe, clean and properly marked for pickleball.