

Grande Prairie Pickleball Club

Executive Roles and Responsibilities

PRESIDENT – The President shall preside at all meetings of the Executives and the general Club membership. The President is an ex-officio member of all Committees. In the absence of the President, the Vice-President will preside over any such meetings and in the absence of both, a chairperson can be appointed at a meeting to preside. The President and one other Board Member will be the point of contact with the City of Grande Prairie with respect to matters surrounding the Leisure Centre Pickleball Courts. The President and other Board members will enforce rules, discipline members when necessary and settle disputes in accordance with the Discipline Policy. The President will file the documentation necessary to maintain the Club's status as a non-profit society registered in the Province of Alberta. The President will be the official spokesman of the Club, and will perform such other duties as may from time to time be established by the Board.

VICE-PRESIDENT – PLAYER DEVELOPMENT – The Vice-President, in the absence of the President, shall preside at all meetings of the Club and of the Board. The Vice-President will perform the duties and exercise the powers of the President in the absence or disability of the President and will perform such other duties as may from time to time be established by the Board. The Vice-President is in charge new player development and will schedule, organize, and coordinate the development of beginning players in the Club.

TREASURER – The Treasurer shall receive and deposit all monies paid to the Club, properly account for the funds and keep accurate financial records as required. The Treasurer will present full detailed records to the Executives and members of the Club as required will prepare audited statements for the Club's Annual General meeting and submit a copy of the same to the Secretary to be maintained in the Club's records. All payments by the Club must be signed by both the President and the Treasurer. The Treasurer will apply for grants; keep records as provide reports as required by the Grantors.

SECRETARY – COMMUNICATIONS AND PR – The Secretary shall attend meetings of the Club and take accurate minutes during all Executive and Club meetings. The Secretary will keep full and accurate records of all the Club's activities. The Secretary shall update all social media and communicate with Club members on social sites hosted by the Club such as Facebook and the Club's PB Canada Website.

DIRECTOR – COURT MAINTENANCE – The Director in charge of Court Maintenance will insure that all maintenance required to keep the Club’s courts in safe playing condition is completed. The Director – Court Maintenance will develop a Maintenance Committee as he sees fit to assist with execution of maintenance matters.

DIRECTOR -SOCIAL EVENTS – The Director – Social Events will develop plans and budgets for social events for Club members, present them to the Executives, and then oversee the events.

DIRECTOR - CLUB PLAY/CLINICS/TOURNAMENTS – The Director – Club Play/ Clinics/ Tournaments will organize all aspects of the Club play times in accordance with discussion and direction from the Executive. The Director will develop innovative ways to play during Club time that will be enjoyable for all Club Members and will organize such clinics and tournaments as are agreed to by the Executives.

DIRECTOR – SPONSORSHIP & FUNDRAISING – The Director – Sponsorship & Fundraising will develop sponsorship programs and fundraising ideas and will present them to the Executive for approval. The Director will organize approved sponsorship and fundraising programs, will organize the volunteers required to carry out these programs and will liaise with the Treasurer with respect to reporting and other financial implications of the sponsorship and fundraising programs.

PAST PRESIDENT - The Past President will be available as required to provide information and knowledge to the Executive and to mentor the in-coming President. The Past President will not be a voting member of the Board of Executives, but will act in the role of consultation and past practices.

This document shall be reviewed by the Executive every two years or as required to meet the on-going needs of the Grande Prairie Pickleball Club.