



POSITION DESCRIPTION

TO APPLY

Email :
pickleballnb@outlook.com

Director of membership

Pickleball NB

Recommended Duration: 2-year mandate

Position overview:

The Director of membership will oversee the promotion of pickleball in the province of NB and will offer support to members and clubs.

Role and responsibilities:

- Help members join or renew their membership on Pickleball Canada.
- Assist the Treasurer with the rebate program.
- Offer support to new club and give information regarding the affiliation program.
- Keep all pertaining documents regarding affiliated club.
- Assist to monthly PNCS meeting and administrate the account of Pickleball NB on the Pickleball Canada website.
- Educate members regarding different program or other pertinent information.
- Help Admin PBNB with PCNS
- Offer support and information to clubs and members and work to increase membership.
- Work with non-affiliated club and non-member to promote the benefit of membership and encourage them to join.

Skills:

- Have good communications skills
- Have very good computer skills.
- Speak both official language is an asset.

Other:

The Director of membership shall not receive any monetary compensation for his/her/its role as member of the PBNB Board of Director.

The terms of office are recommended at 2 years and no more than 2 consecutive terms. A director may end his/her/their term after 1 year.