

## **RJPC Portfolio Mandates – 2025**

*Listed alphabetically. Updated on March 23, 2025*

### **Communications Mandate**

- a) Provide direction and counsel on strategic communications for the Club including internal and external stakeholder communication, issues/reputation management, social media outreach, etc.
- b) Promote the Club and its activities to stakeholders, including but not limited to club members, community, government, partners, sponsors and media.
- c) Oversee tactical communications, including managing the RJPC website, RJPC email, social media, contributions to community communications vehicles, media relations, marketing/promotions, etc.
- d) Provide communications support to the Board and Portfolios.

### **Construction Mandate**

Activate as required for major RJPC construction projects (ongoing repairs and maintenance will be the responsibility of Operations). The primary components are:

- a) Develop plans, parameters and specifications for major RJPC construction projects for Board approval.
- b) Negotiate construction contracts for the major construction projects for Board approval.
- c) Act as the Project Manager for the execution of the major construction projects including providing periodic updates on construction progress.

### **Executive Committee Mandate**

- a) Address relevant matters that arise between regularly scheduled Board meetings.
- b) Ensure matters are appropriately studied and prepared for Board consideration.
- c) Approve Board Agenda.
- d) Generate new ideas for Board review.
- e) Delegate relevant matters to Portfolios and working groups.
- f) Maintain relationships with Pickleball Canada and Pickleball Nova Scotia, including required reporting.

### **Events Mandate**

- a) Aim to plan, organize, and execute engaging and successful events to promote the RJPC. Events shall be approved by the Board prior to proceeding.
- b) Co-ordinate with other portfolios to ensure there is no time conflict with future planned events.
- c) Work with Communications to promote events.
- d) The money raised through the various events will be used to support the RJPC and the community as a whole.

### **Finance & Fundraising Mandate**

- a) Provide direction, advice and reports on the Club's financial matters including both operating results and capital expenditures.
- b) Prepare a financial forecast of revenues and expenses for each fiscal year, and an annual financial statement for the Annual General Meeting.
- c) Ensure all required government returns are filed on time, including Registry of Joint Stock and tax returns and other government required reports.
- d) Maintain appropriate financial and banking records and evaluate banking services as required.

- e) Establish fund raising objectives and strategies to raise funds as required.
- f) Identify grant opportunities from governments, foundations, associations, etc. and prepare grant applications.

With respect to Reporting, the Lead will provide a report for the Board of Directors meetings including a financial statement and a fundraising update as required. There will also be an annual report prepared for the AGM covering the years operations and financial results.

### **Legion Liaison Mandate**

The Liaison with the Royal Canadian Legion River John Branch 108 will:

- a) Meet and liaise with members of the Legion to address any operational or other issues.
- b) Work to develop an effective partnership between RJPC and the Legion for their mutual benefit and that of the community of River John.
- c) Provide reports to the Executive Committee of any issues that arise on a timely basis.
- d) Provide recommendations for improvements to facilities in use by Club members or services offered by the Legion.

### **Membership Mandate**

Promote, maintain and manage membership for RJPC and to assist in Player Development to further the game of pickleball in the community and surrounding areas of River John.

Duties include but not limited to:

- a) Set annual membership dues for senior/junior members and drop-in fees for non-members with approval from the Board. Dues and fees will be set in conjunction with the annual operating budget.
- b) Manage any enquiries regarding membership or address any membership issues that may arise.
- c) Maintain accurate records through the use of Pickleball Canada's website and Trackie.
- d) Keep accurate information on how to become a member on our Home Page, Facebook as well as the Pickleball Canada website with the assistance of Communications.
- e) Assist in Player Development by providing clinics and Learn to Play sessions for new and existing members.
- f) Manage play at the River John Fire Hall with the assistance of Playtime Scheduler.

### **Operations Mandate**

- a) Provide reports to the Board with respect to the operation of the courts.
- b) Recommend appropriate signage for installation at the courts.
- c) Develop and present to the Board for approval an annual operating budget in conjunction with Finance.
- d) Provide recommendations for improvements and execute those approved by the Board.
- e) Responsible for ongoing maintenance of the courts.
- f) Responsible for ongoing operations of the courts including hours of operation, scheduling, programming, rules of play, security, etc.
- g) Develop a plan for winterization of the courts.

Note: The composition of each portfolio and whether a committee is required (excepting the Executive Committee) is at the discretion of the lead who sits on the RJPC Board of Directors.