

RESPONSIBILITIES of the BPC EXECUTIVE COMMITTEE

All Members

- Develop/modify procedures that govern the daily operations of club.
- Voice concerns on behalf of club members and respond to those issues.
- Ensure responsible use of club funds.
- Follow the Code of Conduct /Club Rules and encourage a welcoming environment for all members.
- Print and distribute name tags.
- Assist other EC members when requested.

President

- Schedule and chair EC meetings.
- Deal with issues brought forth by Pickleball Canada and Pickleball Ontario.
- Respond to member behaviour that contradicts the Code of Conduct.
- Ensure timely flow of information between EC members and BoD.
- Respond to inquiries about sponsorship and club support (e.g. charity tournaments, vendor requests).
- Lead the recruiting process for new EC members.
- Co-sign on bank account.

Vice President

- Liaise with internal groups that aren't part of EC (e.g. equipment manager, special fundraising).
- Contact outside entities on behalf of club (e.g. St John's Hall/parking, insurance company/certificates).
- Shadow President and step in when President is unavailable (e.g. EC meetings).
- Respond to member behaviour that contradicts the Code of Conduct (in partnership with President).
- Respond to conflicts of interest with EC or BoD members.

Communications

- Create registration pages required for programming and social events.
- Send club-wide emails (e.g. programming/registration, social events, news).
- Maintain website by keeping events calendar and attached pages up to date.
- Document club history on website.

Webmaster

- Transfer funds from PC account to BPC account when requested by Treasurer.
- Issue PC platform privileges to EC members and track who has them.
- Back up Communications with ability to create registration pages and send club-wide emails.

Membership/Administration

- Monitor club Gmail account, respond to inquiries and forward emails to the appropriate EC member.
- Act as first point of contact for new members.
- Record minutes of EC monthly meetings and provide summaries to EC and BoD.

Programming

- Develop and implement club programs (e.g. indoor/evening play, tournaments and player development clinics).
- Organize special events (e.g. Larry Sheehan tournament).
- Recruit members to assist with programs or lead them (e.g. Learn to Play, Gentle Play, Novice, Intermediate and Advanced clinics).

Social

- Represent members of the Social Committee and present proposals to BoD (to help solidify their annual budget/event calendar).
- Report quarterly to BoD on the success of social events and update budget requirements for future events.
- Organize social events throughout the season (e.g. spring Mix & Mingle, summer BBQ and fall Mix & Mingle).
- Liaise between Photograph Subcommittee, Social Committee and EC.

Treasurer

- Collect and deposit drop-in fees.
- Pay invoices and reimburse club members for approved expenses.
- Maintain financial records and provide quarterly updates of club finances to EC and BoD.
- Provide an annual financial statement for AGM.

Equipment Manager

- Transfer outdoor equipment from winter storage to equipment shed before outdoor season starts.
- Maintain equipment and replace/replenish when necessary (e.g. nets, balls, signs, first aid kit).
- Ensure that shed lock works smoothly and inform EC of combination changes.
- Inform EC of future large expenditures (e.g. nets, paddle racks).
- Change shed lock combination after outdoor season ends, remove equipment and store in a suitable location.