

DRAFT
Director of Membership & PCNS
Job Description

Board Term of Office: The Director of Membership may serve up to 2 years.

Responsibilities: In addition to the job description for a board member of the GBPC, the Director of Membership & PCNS is also expected to:

- Manage the membership through the Pickleball Canada National System (PCNS) as the Master Administrator for the club
- Participate in the PCNS training offered by Ontario Pickleball and Pickleball Canada and continue learning the features and functions of the PCNS and Trackie system i.e., Knowledge Base
- Manage the website, mass emails and social media in collaboration with the Director of Communications
- Manage member records, club data, join/renewal processes and waitlists etc.
- Have familiarity with privacy laws and best practices for managing member's personal data.
- Set up access to member lists and personal data as deemed necessary for others to fulfill their role e.g., treasurer to move funds, tournament leaders to view a participant list
- Create "events" or payment links for the club with or without waivers
- Make recommendations to the board regarding membership caps
- Orient the new Director of Membership

Time requirements:

- The board meets approximately every 4-6 weeks
- Work involves approximately 1-2 hours per week

Skills required:

- Computer & Software skills
- Data Management skills
- Leadership Skills
- Organizational & Problem Solving Skills
- Communication and collegial skills