

Past Chair– Job Description

Purpose

The Past Chair provides leadership continuity following completion of the chair term. The role primarily serves as an advisor to the Board of Directors and the current Chair, helping maintain institutional knowledge and supporting governance practices consistent with Pickleball Canada and Pickleball Ontario.

Key Responsibilities

- Provide governance advice to the Board regarding bylaws, policies, and best practices.
- Support leadership transition and share institutional knowledge from the previous term.
- Attend Board meetings and contribute to strategic discussions and planning.
- Mentor the Chair and new Board members when requested.
- Assist with special projects such as governance reviews, tournaments, strategic planning, or volunteer recruitment.
- Represent and promote the club positively within the community and broader pickleball network.

Authority

The Past Chair serves primarily in an advisory capacity. Decision-making authority rests with the Board of Directors unless specific responsibilities are delegated. The Past Chair is a non-voting position.

Term

One year immediately following vacating the chair position, or as defined in club bylaws.

Time Commitment

Approximately 3–5 hours per month, including attendance at Board meetings and occasional projects.

Qualifications

- Completed term as Chair of the club
- Member in good standing
- Strong knowledge of club operations and governance