

## **Pickleball Kelowna Club**

### **Secretary - Job Description**

**Sept 2017**

Attend Club board meetings with other directors as required.

Keep all Club records of meetings and Society records including keeping all information up to-date with BC Registry.

Record all minutes at Club meetings and distribute copies to all board members once completed by email.

Ensure Club contact information is up-dated with City of Kelowna Parks & Recreation and other sport contact areas.

Communicate regularly with Vice-President to keep Club registration records up to-date.

Act as Club registrar to collect annual dues for Club membership.

Manage the [registration@pickleballkelowna.com](mailto:registration@pickleballkelowna.com) email account, collecting all on-line registrations.

Create and maintain Membership Registration Information in a master database as well as create and maintain the following lists: Skill Groups (3.5, 4.0, 4.0-5.0, Ladies 4.0), and Name Only Membership List. Update and print these lists on a regular basis to be used at the courts. Share updated lists with TIH Coordinator, Clinic Coordinator, Vice President and Website/Newsletter Coordinator.

Create a membership report for PCO and send information and membership fees before PCO's deadline.

Manage the Club PayPal account to ensure on-line registration payments are correct and forward funds to the Club Treasurer at regular intervals.

Communicate regularly with Membership Coordinator advising new membership information as received.

Communicate with Website/Newsletter Coordinator to publish information as required on website/newsletters/bulletin board as needed and with adequate time to prepare such notices.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th