

Pickleball Kelowna Club

Vice-President - Job Description

Sept 2017

Shall assume the duties of the President in his/her absence.

Good communication skills and knowledge of chairing board meetings.

Work with Club President to prepare agenda for all meetings.

Attend Club board meetings with other directors as required.

Handle Club conflict and resolutions ...

Update PKC Board job descriptions as required and overseeing Club positions regarding duties, ensure Group Captains are assigned and understand group policies and procedures.

Maintain Club scheduling of all programs - group and open play, booking rental hours with PRC

Manage club policies ensuring policies are up to-date and current with groups and events, initiating any changes that are required and presenting to the PKC Board for revisions.

Maintain Club Bulletin Board with Club information - schedules, events, and pertinent information as required.

Maintain Master Form Records and keep supplies up to-date for Court Hosts and Club Captains.

Work with Club Registrar, TrackitHub Coordinator and Clinics Coordinator to ensure information and ratings reflect PKC's goal for skill groups.

Maintain Club Key records that are assigned for Black & Silver Storage Boxes, Bulletin Board

Maintain Club Inventory Records

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