

PTPC Board of Directors Job Descriptions

PRESIDENT: Presides over the Board of Director meetings, General Membership meetings, and Special meetings. Calls meetings and appoints committees as needed. Oversees and facilitates the smooth running of the Club operations. Represents the Club within the community. Sits on the Board as a voting member.

VICE-PRESIDENT: Stands in for the President when the President is unavailable. Convenes the Nominating Committee as needed. Performs other duties as directed by the President. Sits on the Board as a voting member.

SECRETARY: Keeps minutes of Board meetings, General meetings, and Special meetings. Receives and responds to all correspondence, both electronic and otherwise, and sends out correspondence as directed by the President and/or the Board. Keeps records of all correspondence and files of all official documents of the Club. Sits on the Board as a voting member.

TREASURER: Keeps all financial records of the Corporation, receives all income, and deposits the same in Club bank account(s). Pays all bills owed and reimburses expenses as authorized in the yearly budget. Guides the Board in preparing each year's budget. Provides regular financial reports to the Board and presents the budget at the Annual Membership meeting. Sits on the Board as a voting member.

DIRECTOR OF COMMUNICATIONS: Manages communications of the Club, including the website, social media, and mass emails. Sends out press releases to local media and coordinates public relations campaigns. Creates and designs graphics for website. May publish a monthly newsletter. Schedules photography for club events and other media. Manages email app for the Club. May convene a Communications Committee to take on above tasks and oversees its work. Sits on the Board as a voting member.

DIRECTOR OF COURT OPERATIONS: Manages all the activities of the Club. These include, but are not limited to, the following: developing organizational calendars; managing the skill-rating process; coordinating training clinics and developmental opportunities for all skill levels; maintaining the equipment belonging to the Club; and managing and/or overseeing all tournaments/events hosted by PTPC. May convene a Court Operations Committee to assist in the above functions. Helps coordinate schedules with other non-PTPC organizations. Sits on the Board as a voting member.

DIRECTOR OF FACILITIES: Oversees the Facilities Committee, which is responsible, on behalf of the Board, for developing new playing facilities and refurbishing existing ones. This may include ancillary facilities such as bathrooms, fences, benches, etc. The committee's actions may include inventorying potential facility sites, interacting with site owners (often city or county governments), evaluating costs of development and overseeing actual improvements once necessary approvals and funding are in place.

DIRECTOR OF MEMBERSHIP: Oversees the Membership Committee. Keeps membership records, including the roster and dues records; sends renewal notices on expiring memberships; develops member-oriented social functions; develops the Code of Conduct/Etiquette policy and is the point person for member issues; keeps records of members not in good standing or who have received warning notices; coordinates with the President on community outreach activities; strives to increase membership; and maintains the affiliate relationship with the USA Pickleball. Sits on the Board as a voting member.

BOARD MEMBER-AT-LARGE: Directs, along with the Club officers, the daily operation of the Club. Heads committees as appointed by the President. Acts as liaison between the Board and membership at large. Sits on the Board as a voting member.

PAST PRESIDENT: Sits on the Board of Directors as an ex-officio, non-voting member, for one year after his/her term as President has ended. Provides historical information from past term of office to the present Board.

PORT TOWNSEND LOCAL USA Pickleball AMBASSADOR: Sits on the Board in an advisory capacity as a non-voting member. Serves as liaison to USA Pickleball.