

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. 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. 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. Manages email app for 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. Sits on the Board as a voting member.

DIRECTOR OF COMMUNICATIONS: Manages communications of the Club, including the website, social media, and e-hosting. Sends out press releases to local media and coordinates public relations campaigns. Sits on the Board as a voting member.

DIRECTOR OF COURT OPERATIONS: Manages all facilities under PTPC control; develops organizational calendars; manages the skill-rating process; develops additional facilities, both indoor and outdoor, as appropriate; coordinates training clinics and developmental opportunities for all skill levels; and manages and/or oversees all tournaments/events hosted by PTPC. Sits on the Board as a voting member.

MEMBERSHIP CHAIR: 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 USAPA. Sits on the Board as a voting member.

BOARD MEMBERS-AT-LARGE: Direct, along with the Club officers, the daily operation of the Club. Head committees as appointed by the President. Sit on the Board as voting members.

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 USAPA AMBASSADOR: Sits on the Board in an advisory capacity as a non-voting member. Serves as liaison to USAPA.