

The Peak to Peak Pickleball Club is a 501(c)3 non-profit organization. We promote the sport of Pickleball in Chaffee County through recreational play, education, training, and amateur competition.

## Job Description

### PRESIDENT

**Term:** Elected by the general membership as a board member. Elected to the president position by the board members. Board positions are 3-year terms. Board officers are one year terms. You may stand for re-election for board positions and board offices.

**Responsibility:** Directs the overall activities of the P2P Pickleball Nonprofit Organization in accordance with its bylaws and implementing policies.

#### Duties:

- Convenes and chairs regularly scheduled Board meetings and, if necessary, arranges for another Board member to preside at each meeting.
- Sets annual Board meeting dates and locations with inputs from the Board of Directors
- Prepares the draft agenda for Board meetings with the assistance of the Secretary and input from the Board members.
- Establishes temporary and standing committees as required to carry out the organization's functions based on the input, recommendations, and approval of the Board of Directors.
- Updates and maintains the P2P organizational chart including any chairperson changes
- Provides oversight and direction of Communications, Website, Public Relations, and Play Location and Schedule (works with Salida and BV Recreation and Chaffee County Fairgrounds)
- Conducts the annual membership meeting including the announcement of elected incoming Board members
- With Vice President and Treasurer, directs annual audits of the Association's financial records and inventory of P2P-owned physical assets
- Maintains open lines of communication with VP, Secretary, Past President, Treasurer, Fundraising Director, Tournament Director, Membership Director, and other committee chairs
- Responsible for maintaining equipment and ball orders, or delegates the responsibility
- Negotiates and updates court schedules and gets schedule information to the webmaster
- Optional: Composes and mails monthly newsletter to club members (this can be delegated to a club member, though the president should oversee the newsletter content before it is mailed out)
- Maintains (or delegates maintenance of) the Google Group Communication