

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

### SECRETARY

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

Responsibility: Maintains Club records and Board Meeting Minutes

#### Duties:

- Works with the President to develop and distribute Board Meeting agenda
- Schedules the meeting date and location
- Notifies club members in good standing of Board Meeting time, location, and agenda items
- Records minutes of all meetings, distributes minutes to board members and elicits corrections/additions before finalizing for distribution to members
- Distributes electronic minutes to the webmaster OR uploads electronic minutes to the website after each meeting
- Via e-mail, distributes minutes to club membership
- Maintains the official records of the Club, including by-laws (hard copy and electronic)
- Submits appropriate documents to the webmaster to be posted on the website
- Reviews the "About Us" section of the website quarterly and alerts webmaster to necessary updates
- One month before the Annual Membership Meeting in October, works with the Membership Director to send out a notice to all members-in-good standing stating which board positions will be expiring, stating how nominations will be received and what the nomination deadline will be
- At least two weeks before the Annual Membership Meeting, sends out a notice to all members-in-good-standing which includes the list of nominees for open Board positions, and directs how members may vote in advance of or at the annual meeting
- Works with the webmaster to create and send out a poll for electronic voting via Wild Apricot