

The Peak to Peak Pickleball Club is a 501(c)3 non-profit organization.

Mission: The club promotes 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 Secretary position by the board members.

Board positions are 3-year terms.

Board officers are 1-year terms.

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 by posting notice on the website
- 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
- Collect, document and save BOD votes by email in writing on next months minutes
- 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/November, sends 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
- Monitor and determine that voting by email is in compliance with notification and other official meeting requirements