

Voyager Pickleball Club

Board of Directors (BOD) Job Descriptions

President

- Provides general leadership and direction on the affairs of the Club, subject to the control of the BOD.
- Presides at all meetings of stakeholders and the BOD.
- Regularly meets with designated Voyager RV Resort Management.
- Enforces Robert's Rules of Order.
- Ensures copies of electronic votes are retained for documentation, when on-line voting is required.

Vice President

- Performs all the duties of the President in the absence or disability of the President.
- Oversees all open and reserve court usage schedules and play during the season.
- Monitors the use and content of the bulletin boards.
- Makes recommendations to the Board about court usage and scheduling and all signage.
- Coordinates information and signage for paddle holders.

Secretary

- Prepares and posts minutes of all meetings of the BOD and maintains physical copies of the minutes in a central location.
- Oversees the information management responsibility, including the content of the website and the Voyager RV Resort internal communication processes.
- Maintains the Charter and supporting document.

Treasurer

- Maintains accurate records of all financial affairs of the Club.
- Renders a YTD financial report at each BOD meeting, including a summary of changes from the last report.
- Manages the checking account and any other required bank accounts.
- Insures that the Club has a minimum of two signatories, approved by the Board, on file with the bank and updates the signatories as necessary.
- Archives all financial records to the Club's designated repository.
- Insures that the Club's general liability policy and all other subscriptions are renewed as required.

Specific duties include:

- Collecting and depositing monies from clinics and lessons, and recording those deposits using Quick Books
- Collecting and depositing monies from the Activities Office from BYOB insurance fees and donations, and recording all those deposits using Quick Books
- Collecting mail and bringing to the Board any concerns
- Accepting and writing checks for Board-approved requests, and recording written checks using Quick Books
- Printing bank statements and reconciling with Quick Books
- Preparing two copies of reports for Board meetings: Profit and Loss plus General Ledger using Quick Books
- Preparing two copies of a summary of reports from bank statements and Quick Books using Word
- Preparing two copies of year-end reports using Quick Books and bank statements
- Summarizing reports using Word
- Presenting reports to the Board
- Having checks available over the summer in case something unexpected arises
- Preparing annual budget

Player and Constituent Representative

- Acts as the primary contact and liaison between ELS, Voyager pickleball players, prospective players, visitors, park residents (owners) in general, and various vendors.
- Records verbal and written concerns from pickleball players.
- Refers reported, unresolved conflicts to the Activities Director.
- Meets monthly with both the Board President and the Activities Director.
- Prepares reports as requested by the Activities Office and BOD.

Structured Play/Player Improvement Coordinator

- Oversees all organized play sessions in the park excluding tournaments.

Specific duties include:

- Setting structured play schedules
 - Coordinating volunteer leaders.
 - Maintaining a weekly summary of attendance
- Plans and coordinates all pickleball clinics and drills.

Specific duties include:

- Establishing a Player Improvement Committee comprising of players who have prior teaching experience, are at different playing levels, and have knowledge of specific skills to be reinforced
- Identifying the list of instructors, co-instructors and assistants
- Preparing a schedule for the pickleball season (January through March), including for all levels of play and identified skills to be taught
- Conducting a 'train the trainer' session for all interested instructors
- Communicating with instructors and preparing necessary paperwork for each clinic
- Reviewing the evaluation sheets from each clinic to address any needed changes
- Preparing a monthly update of all clinic and drill statistics for reporting to the Board
- Overseeing the Beginner and Beginner Plus programs

Court Maintenance Coordinator

- Oversees all court and ball maintenance.

Specific duties include:

- Cleaning courts
- Identifying and overseeing court improvements
- Maintaining nets and court surfaces
- Maintaining court signage
- Purchasing, cleaning and distribution of balls
- Maintaining ball tubes
- Maintaining brooms and squeegees
- Maintaining bulletin boards
- Maintaining large plastic storage bins
- Maintaining shade canopies
- Maintaining propane for heaters
- Maintaining paddle holders

Tournament Coordinator

- Oversees the organization of all Board-approved tournaments:
 - December Holiday Tournament (major fundraiser tournament)
 - March Resident Memorial Tournament

Specific duties include, but are not limited to:

- Recruiting and supporting the Tournament Director(s) who run the individual tournaments*
- Having responsibility for emails and Compass notices to advertise and promote the tournament
- Ordering medals
- Collaborating with the Social Coordinator regarding any social activity connected with the tournaments

This position is a non-voting position. The coordinator should be at the Voyager by the beginning of November and is expected to attend Board meetings from November through April.

*Note: The Tournament Director(s) are responsible for:

- Registration of players
- Collection of fees
- Assignment of games and participants
- Court assignments
- Recruiting referees

Social Coordinator

- Oversees organization of all Board-approved socials, including park-wide events approved by the Board.

This position is a non-voting position. The coordinator should be at the Voyager by the beginning of November and is expected to attend Board meetings from November through April.

Note: Responsibilities described above are to be administered by the person assigned to coordinate that area or their volunteer designee. Any volunteer designee must be reported to the Board.