

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Board Responsibilities**

The members of the Board of Directors (Board) shall be responsible for the planning, development, and implementation of appropriate actions in support of the Club Mission Statement.

These actions shall include but are not limited to:

- Monitoring that participation is limited to Voyager RV Resort residents and registered guests/visitors
- Maintaining a liaison with the Voyager RV Resort Management Team
- Monitoring for adherence to any published requirements of the Voyager RV Resort
- Establishing procedures for the selection of the Board members
- Considering the comments and viewpoints of stakeholders before voting on matters being considered by the Board
- Establishing committees as needed for the operation of the Club (i.e. Tournament committee, fund raising, etc.)
- Providing communication within the Club on items of interest
- Providing publicity and outreach activities to attract new participants
- Organizing periodic social activities for the Club

# Voyager RV Resort Pickleball Club

## Board of Directors

### Board Composition

Voyager Pickleball Club shall be administered by a Board of Directors (Board).

- Comprised of a maximum of seven voting positions and two non-voting positions selected by a vote among the current Board officers.
- Board membership terms shall be managed, whenever possible, so no more than four position terms end in a single year.
- Terms expire on April 30.

The Board shall issue a call for volunteers to participate on the nominating committee no later than the January Board meeting.

- The nominating committee will request nominations for at least one candidate for each open Board position.
- The nominating committee will prepare a list of candidates to be presented to and evaluated by the Board prior to the March Board general meeting.
- Elections for new Board positions will take place in March prior to the March general meeting.
- Election results will be announced at the March general meeting and the newly appointed members of the Board shall assume their duties on May 1.

The Board is made up of seven voting member positions and two non-voting positions with committees as needed:

- President
- Vice President
- Secretary
- Treasurer
- Player and Constituent Representative
- Structured Play/Player Improvement Coordinator
- Court Maintenance Coordinator
- Tournament Coordinator (*non-voting position*)
- Social Director (*non-voting position*)

No Board member shall serve more than two consecutive terms. If in any year there are no volunteers, current members may serve additional years, one year at a time.

If in any year a Board position is vacant (or vacated), it is the responsibility of the President to assign those duties to current Board members until a replacement is elected at a special election called by the President or at the next annual election, whichever occurs first.

No household/RV shall have more than one individual on the Board.

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **President**

- Provides general leadership and direction on the affairs of the Club, subject to the control of the Board of Directors (Board).
- Presides at all meetings of stakeholders and the Board.
- 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.

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **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.

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **Secretary**

- Prepares and posts minutes of all meetings of the Board 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.

# Voyager RV Resort Pickleball Club

## Board of Directors

### Duties

#### Treasurer

- Maintains accurate records of all financial affairs of the Club.
- Renders a YTD financial report at each Board 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

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **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.
- Communicates monthly with both the Board President and the Activities Director.
- Prepares reports as requested by the Activities Office and Board.

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **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



# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **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

# **Voyager RV Resort Pickleball Club**

## **Board of Directors**

### **Duties**

#### **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

# Voyager RV Resort Pickleball Club

## Board of Directors

### Duties

#### 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.*

# Voyager RV Resort Pickleball Club

## Board of Directors

### Meeting Management

#### **Procedure:**

Robert's Rules of Order, newly revised, will be the final authority as to parliamentary procedures at all meetings of the Board.

#### **Quorum:**

A quorum shall consist of at least four Board members.

#### **Voting Privileges:**

There are seven Board members with voting privileges and two without voting privileges. Votes are typically cast in person, but in the event of the inability to physically attend the meeting, members may elect to call in or appear virtually (i.e. Zoom) to participate in the meeting and vote virtually. In the event of a tie vote, the motion fails.

#### **Meeting Frequency:**

- Board meetings will be held monthly from November to April. The exact date, time, and place for all meetings to be determined by the President. Stakeholders will be informed of exact date, time, and location via email communication and will also be posted on the Voyagerpickleball.com website and the Voyager Pickleball Facebook Page. Board meetings may be conducted by conference call and/or electronic means when necessary.
- The President may call meetings of the Board at any time. Club stakeholders who are not Board members can participate in discussions but cannot make motions or vote.
- Special Executive Board meetings may be called by the President, or by a majority of the current members, indicating the purpose of the special meeting. Executive meetings of the Board may be closed to the stakeholders at the discretion of the President. Special meetings should be specific to issues and may be held by conference call and/or electronic means.
- At the March Board meeting every year the Board will introduce the new officers for the next year.
- At the November Board meeting every year the Board will:
  - Plan for the next season's activities and events.
  - Make a formal review and revision, as needed, of the Club Charter.