

CLPBC Board Member Responsibilities

President:

- Schedules and organizes Board meetings as needed (prepare and send agenda to members prior to meeting for additions)
- Administrator for the Canadian Lakes Pickleball Club Facebook page. Maintain and keep page active.
- Collect Hixon's receipts from club members and submit to Cindy Marthakis (Hixon's) for 1% donation to PB club
- Coordinate club activities with the Board. This includes our annual CL summer tournament (hiring tournament director), all clinics and ladder leagues.
- *Follow open and close process for outdoor play (see list)*
- Maintain stored items such as tournament banners, wood award risers, winter church items (nets, wood paddle box and green tote) and extra balls to be kept safe and available as needed
- Order balls for club play (Franklin)
- Be a positive booster/role model for club members

Vice President:

- Attend meetings
- Seek ways to improve the club and respond to member questions
- Evaluate Proposals
- Vote on issues
- Represent the Board at all times
- Support Board decisions
- Remain active in club functions
- Be a positive booster/role model for club members
- Website Administrator
- Player Development Director
- Marketing Coordinator – Facebook Administrator, Canadian Lakes Newsletter
- Event Chair and Coordinator (DUPR Round Robin, Advanced Play, Mentoring & Education)

Secretary:

- Attend all Board meetings
- Record notes at all meetings, write final copy to send to Board members for approval. Save hard copy to three ring binder and on file
- Draft blasts based on meeting information, etc and send to all members
- Send email for to solicit annual membership fees
- Update email list as information changes or new members are added or members move, etc

- Create name badges/parking passes (or member-at-large)
- Be an ambassador to the club respecting the property owners, etc
- Call clubhouse to request monthly parking passes and pick them up prior to start of each month
- Update new member letter and send to new members as they join
- Work with treasurer to maintain updated/accurate membership lists
- Send thank you notes to those who donate
- Send thank you notes following tournament to donors, etc
- Do other misc jobs as assigned

Treasurer:

- Deposit cash/checks in Isabella Bank checking account (slips in black folder)
- Keep listing of members in good standing
- Send email reminders for annual memberships expiring (normally); or request secretary to send
- When club activities resume: check members signed up for activities to be sure they have paid
- End of season (August) prepare financial report for annual meeting
- Conduct audit (with three members from club) of financial report to present to members, annually
- Keep records of donations to club (see donations file)
- Write checks for club purchases (or reimbursement) if member paid; keep copy in file
- Contact and schedule winter play details at New Hope Methodist Church
- Many other misc. things as needed for support to the Board

Member at Large:

- Attend all Board meetings
- Serve as liaison between the membership and the Board
- Perform duties as assigned by the president
- Vote on new issues
- Reach out to members and get feedback on how we can help with improving their membership within the club
- Research ways to help better our club
- Help Vice President manage special events such as tournaments, fundraisers, etc
- Create name badges/parking passes (or Secretary)
- Work with Kristen on parking pass policy for non-members (Pickleball season different) or, if necessary - call clubhouse to request monthly parking passes and pick them up prior to start of each month

Board Transition Items:

- Bank Account
- Lite Lines
- Email admin
- Website admin
- Facebook admin
- DUPR admin
- Notify Security of new Board members

Ongoing

- Maintain a list of key holders for storage unit and New Hope Church
- Spray weeds around court & on walkway
- Wash drinking fountain
- Paint board behind drinking fountain
- Wash doors, bulletin board, and donors' board
- Clean (sweep/blow) floor in front of shed
- Clean (sweep/blow) courts

Fall

- Provide a list of Board members' contact information to CLPOC
- Clean out storage of personal items and lost & found; take pictures of items and email members
- Hang up rollers. Hang up squeegee on side of electrical box
- Coordinate with CLPOC Maintenance (Bill Hull 231-972-8444; bhull@clpoc.org) to remove nets and wind screens (takes up 90% of shelf space.) Make sure he has the code to open the storage unit.
- Remove, launder, and store flags in the shed.
- Siphon water and cap net tubes/posts
- Move temporary nets, tote, and wood paddle box to New Hope
- Following storage of the nets and wind screens, store away plastic chairs, boot brushes, rugs, etc.
- Irish Spring to keep out mice; set mouse traps
- Store AED unit with CLPOC Office & Safety (Kristen)

Winter

- Determine date for the Spring Membership Meeting and reserve the Highland Haus

Spring

- Change shed code, and provide to CLPOC Maintenance (Bill Hull)
- Coordinate with CLPOC Maintenance to install nets, wind screens, and flags.
- Obtain AED Unit from CLPOC Safety, and install in shed.
- Return plastic chairs, boot brushes, rugs, etc. outdoors
- Pick up temporary nets, tote, and wood paddle box from New Hope, and return to shed.
- Pick up non-resident parking passes the first of each month, if necessary.

Summer

- Straighten, clean, and organize shed/storage room.

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