

Vice President Job Description- Revised 8-2021

The VP chairs the Board meeting when the President is not available. The VP attends planning workshops and Board meetings.

The VP is the Membership Chairperson and as such –

- Compiles data from the membership information to use for current and future planning purposes.
- Is responsible for delivery of welcome packets to new members.
- In February of each year, emails non-renewals requesting why they have not renewed membership.
- Attends New Resident/Homeowners Orientations and Chartered Club Fairs to represent the Pickleball Club. (As appropriate, sets up banner and brochures at the events. Introduction to PB Class sign-up sheets are provided by Player Development Director.)
- Oversees and manages the processes, procedures, systems, and/or applications for reserving pickleball courts. Makes recommendations to the Board for changes to these processes, procedures, or systems as needed.
- Oversees the Social Activities Committee through coordination with the Social Activities Director.
- Performs other duties that may be assigned by the Board.