Silveridge Pickleball Club – Functional Org. Chart

President

a) Approve meeting agenda and preside at all meetings
b) Chief Spokesperson for SPC, with Silveridge Management, other clubs and public
c) Ex-officio member of all committees
d) Prepare communications to members
e) Oversee Executive Committee
f) Ensure bylaws are adhered to
g) Signing officer at bank
h) Use Club Google Drive to store club information
i) Submit fund requests to the Renter's Assoc. and present request
j) Oversee Club special projects
k) Establishes special committees, as needed
l) Survey members for feedback

Membership

1st Vice President

a) Assist other executive members
b) Assume President's duties in his/her absence
c) Tournaments: develop schedule & organize tournaments and volunteers
d) Player Development: Develop schedule for & oversee skills & drills events, clinics, & ball machine use
e) Manage Skill Level Definitions
f) Use Club Google Drive to store club information

Committees and/or Volunteers for Tournaments, Player Development, Clinics, & Skill Levels

2nd Vice President

a) Assist other executive members
b) Develop & oversee court schedule
c) Develop & oversee organized play programs
d) Manage the Round Robin Captains & Court Host Volunteers
e) Oversee court maintenance, and monitor club equipment, gazebo areas, lost & found items.
f) Use Club Google Drive to store club information

Committees and/or Volunteers for Court Maintenance, Round Robin Captains & Court Hosts

Treasurer

a) Assist other executive members
b) Collect & deposit club money
c) Pay club bills
d) Reconcile bank account
e) Provide financial reports to Executive Committee
f) Prepare annual budget
g) Prepare annual report for AGM
h) Signing officer at bank
i) Manage membership data
j) Use Club Google Drive to store club information

Committees and/or Volunteers for Finances & Membership

Secretary

a) Assist other executive members
b) Prepare & distribute agendas
c) Take, distribute & maintain minutes
d) Maintain & custodian of Club records (by-laws, policies, rules, etc.)
e) Admin. of Club Zoom account
f) Oversee fundraising initiatives and merchandise ordering & sales
g) Use Club Google Drive to store club information

Committees and/or Volunteers for Fundraising

Communications Officer

a) Assist other executive members
b) Maintain website
c) Work with executive & volunteers to develop information (newsletters, posters, documents, etc.)
d) Communicate news & events/schedule changes to the members
e) Maintain Club email
f) Admin. of Club Google Drive and use to store club information
g) Maintain SignUpGenius (SUG) and assist members with SUG useage
h) New members: Welcome email, orientation, etc.
i) Oversee Social Committee

Committees and/or Volunteers for Social Events, Communications, & New Member Orientation

This functional organizational chart was developed to provide a quick overview of work tasks and responsibilities under each executive position. However, the executive committee members work collaboratively as a small co-operative group who are always there to assist each other in any way they can.

The red boxes represent the committees and volunteer(s) the executive position is responsible for overseeing.

Revised: June 18, 2025