Silveridge Pickleball Club – Functional Org. Chart

Membership

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) Submit fund requests to the Renter's Assoc. and attend the Renter's Assoc. meeting to present case for request
i) Oversee Club special projects
j) Establishes special committees, as needed
k) Survey members for feedback

1st Vice President

a) Assist other executive members
b) Assume President's duties in his/her absence
c) Develop & oversee tournaments & competitive play initiatives
d) Develop schedule for & oversee skills & drills events, clinics, & ball machine use
e) Oversee court safety, club equipment and gazebo areas. Lost & found items.

Committees and/or Volunteers

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 player skills ratings and movement between skill groups

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 report to Executive Committee
f) Prepare annual report for AGM
g) Signing officer at bank
h) Manage membership data
i) Use Club Google Docs to store Club financial information

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 Google Docs and use to store information
f) Admin. of Zoom account
g) Oversee fundraising initiatives and merchandise ordering & sales

Raffle Basket Chair, Fundraising Volunteers

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) Maintain SignUpGenius (SUG) and assist members with SUG useage
h) Welcome email to new members
i) Oversee Social Events

Social Events Chair

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 volunteer(s) the executive position is responsible for overseeing.

Feb 7, 2024