

President Job Description

In addition to the [Executive Committee Member Expectations & Code of Conduct](#) for an executive committee member of the Silveridge Pickleball Club (SPC), the president is also expected to:

- Provide oversight to ensure the executive committee adheres to relevant legislation, the bylaws are upheld, reviewed as necessary and changes brought before a meeting of the members for consideration and a vote.
- Lead the executive committee in its' strategic direction setting and in developing and completing a potential plan.
- Provide guidance to the executive committee governance processes.
- Represent, and speak on behalf of, the SPC Executive Committee to members, volunteers, Silveridge RV Resort management and the public.
- Supervise the affairs of the executive committee.
- Call and preside at all meetings of the club and the executive committee.
- Establish special committees, as needed.
- Ensure that committee chairpersons and volunteer positions are filled and have the needed resources and training.
- Serve as ex-officio member of committees and attend their meetings if needed.
- Prepare executive committee agendas with input from the secretary and executive committee members.
- Prepare communication material to keep members informed.
- Use the club Google Drive to store club information.
- Submit fund requests to the Renter's Association and present requests at their meeting.
- Oversee special projects.
- Survey members for feedback, as needed.
- Ensure that risk assessments are conducted and liabilities are adequately managed.
- Lead an annual process to evaluate the effectiveness of the executive committee.
- As per the bylaw, may act as one of the signing officers on the club's bank account and on club documents.
- Orient the new president.

Requirements for the incumbent of this position:

- Basic computer skills to review, create and maintain documents
- Basic knowledge of or ability to learn about and use the club Google Drive to store club documents
- Has confident leadership skills to be a supportive leader for the club, lead others kindly and manage the club effectively
- Possess good planning, decision making and organizational skills
- Has the ability to take responsibility for the club and its actions
- Communicates effectively verbally and in writing
- Must be willing to standing and speaking in front of fellow club members

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- Keeps well informed of all club activities, is aware of the future club directions and plans
- Works hard to present innovative ideas
- Has a good working knowledge of the club by-laws, policies, rules and the duties of all Executive Committee officers and committees

Committees/Volunteer Positions Responsible For:

- Executive Committee

Estimated Time Commitment Required:

The estimated time commitment required as the President is 2-10 hours per week on Presidential duties.

The Executive Committee meets approximately every 3-5 weeks. The president also attends meetings with club sub-committees, Silveridge RV Park clubs/associations/departments and the public.

Original Document: July 7, 2026

Revised: