

Secretary Job Description

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

- Act as the official clerk of the EC and custodian of all records, contracts, correspondence and other official documents of the club.
- Assumes the responsibilities of a Privacy Officer per federal and state legislations.
- Prepare EC meeting agendas with input from the president and EC members. Ensure agenda drafts are available one week prior to the meeting and the final 3 days prior to the meeting.
- Manage the club Zoom account and use it to organize summer meetings.
- Send out the formal notices and information for the EC and membership meetings.
- Maintain a record of EC meetings and take meeting minutes.
- Distribute the minutes to EC members within one week after meetings.
- Maintain copies of SPC's signed documents.
- Maintain lists of EC members, committee chairs and coordinators. Notify the Silveridge Activities Office of said list.
- Send a "Get Well" card to a member who was injured while playing pickleball on our courts.
- Under the direction of the president, may prepare formal committee correspondence.
- With input from EC members, develops the membership survey questions and creates the "Responses Report" for distribution to the EC and members.
- Organize the processes required (as per the bylaw) for the annual general meeting to ensure effectiveness of coordination and managing/directing the meeting.
- Assist in developing or maintaining club documents and ensure they are saved to the club's Google Drive. For example: round robin sheets, RRC binder content, club information, skill level definitions, etc.
- Acts as the administrator of the club's Google Drive.
- Safeguard all electronic accounts with passwords and protect those passwords, which is used by the EC and authorized members.
- May act as one of the signing officers for the club's bank account, if needed and other documents as directed.
- Use the club's Google Drive to store club information.
- Keep informed on key issues.
- Play a role in identifying and resolving challenges for the club.
- Attend meetings as required (EC meets monthly - via Zoom in summer)
- Assist other EC members with tasks, when possible.
- Create and lead volunteer committees as needed, and as possible, to be successful in this position and meet the needs of the SPC.
- Orient the new secretary.

Requirements for the incumbent of this position:

- Basic computer skills to create and maintain club documents.
- Basic knowledge of administrating the club Google Drive.

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- Must have exceptional organizational skills with meticulous attention to detail.
- Strong time management and collaboration skills.
- Able to multitask, solve problems and handle a wide range of administrative tasks.
- Maintain transparency, provide committees and members with important information.
- Keeps things clear and accessible, playing a key role in the club's overall efficiency.
- Effective communication to manage correspondence and coordinate meetings seamlessly.
- Proficiency in record-keeping and documentation to ensure accurate information.

Estimated Time Commitment Required:

The estimated time commitment required as the Secretary is 1-3 hours per week.

The EC meets approximately every 3-5 weeks. Depending on agenda items, the EC meetings can last from 1.5 to 3 hours, which may require EC members to review or prepare information ahead of meetings. The secretary attends the meetings and spends about the same amount of time writing the meeting minutes.

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Revised: