

1st Vice 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), 1st vice president is also expected to:

- Assist the president in the performance of the president's duties.
- Fulfill the duties and responsibilities of the president in his/her absence.
- Chair one or more committees to develop the skills to fulfill the duties of the president.
- Keep informed on key issues.
- Play a role in identifying and resolving challenges for the club.
- Fill in for other executive positions or tasks when needed, or for skill development.
- May act as one of the signing officers on the club's bank accounts and other documents as directed.
- Develop the schedule for tournaments, organize tournaments and volunteers.
- Lead the player development programs (workshops, skills and drills, lessons, clinics, use of ball machine), Player Development Committee and volunteers for the betterment of the club.
- Oversee the development of and use of the club skill level definitions.
- Use the club's Google Drive to store club information.
- Attend meetings as required (Executive Committee meets monthly - via Zoom in summer)
- Create and lead volunteer committees as needed to be successful in this position and meet the needs of the SPC.
- Orient the new 1st vice president.

The 1st Vice President is ordinarily expected to accept a nomination for the President's job in a future term and should undertake, during their term, to learn all aspects of the President's job including attending meetings with the Silveridge RV Resort Management.

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 good leadership skills to be a supportive leader for the club, lead others kindly and helps manage the club effectively
- Possess planning, decision making and organizational skills
- Has the ability to support the club and its actions
- Communicates effectively verbally and in writing
- Must be willing to stand and speak in front of fellow club members, when needed
- Keeps informed of all club activities, is aware of the future club directions and plans
- Presents innovative ideas
- Has a working knowledge of the club by-laws, policies, rules and the duties of all Executive Committee officers and committees

Committees/Volunteer Positions Responsible For:

- Ball Machine Coordinators & Coaches

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- Player Development Committee
- Skills and Development Coaches
- Tournament Volunteers
- Workshop Coaches

Estimated Time Commitment Required:

The estimated time commitment required as the 1st Vice-President is 2-5 hours per week on their duties.

The Executive Committee meets approximately every 3-5 weeks. Depending on agenda items, the meetings can last from 1.5 to 3 hours, which may require EC members to review or prepare information ahead of meetings. The 1st VP also attends meetings with club sub-committees, Silveridge RV Park clubs/associations/departments and the public, when required.

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Revised: