

SAPC Board Member Job Description

Introduction

The SAPC Board of Directors is the legal authority and has charge of effective governance in matters of policy, finance, programs, volunteers and advocacy. The board itself is governed by the objects and bylaws of SAPC and the Alberta Societies Act. The SAPC Board of Directors, subject to the bylaws and direction given by a majority of members at a general or special meeting, has full control and management of the affairs of the club.

What is expected of you in your role as a board member:

- Serve on the board, attend the board meetings, develop a working knowledge of governance and promote the values and mission of the SAPC.
- Assist the board in making sound decisions, seeking out all relevant information before deciding, and supporting the board decisions that have been made.
- Monitor the effectiveness of the bylaws, policies and manuals in achieving the objects of the SAPC and propose improvements.
- Contribute to the development and execution of the SAPC strategic plan.
- Pre-read the materials for the board, membership and other meetings you attend.
- Assist with some of the special events and promotion of SAPC.
- Notify the chairperson, if you cannot attend a scheduled meeting.
- Approach other board members if you need assistance or training in your role.
- Notify the President if you are unable to fill your role, and help find an agreeable solution.
- Report any potential for conflict of interest immediately to the board executive.
- Comply with the Board Code of Conduct.
- Refrain from giving direction to other volunteers, unless authorized by the board.
- Graciously resign from the board position if you are no longer able to fulfill these expectations.

The board meets monthly and the time commitment is 4-5 hrs per month, including pre-reading for the meeting. There may be additional time requirements for any other role you may have agreed to fill as a member of the board.

Revision date: Jan, 2020

SAPC President Job Description

In addition to the job description for a board member of the SAPC, the president is also expected to:

- Provide oversight to ensure the board adheres to relevant legislation, the bylaws are upheld, reviewed as necessary and changes brought before a meeting of the members for consideration and approval.
- Lead the board in its' strategic direction setting and in developing and completing the annual plan.
- Provide guidance to the board governance processes.
- Represent, and speak on behalf of, the SAPC Board to members, volunteers, officials and the public.
- Supervise the affairs of the board.
- Call and preside at all meetings of the club and the board of directors, except where noted in the bylaws.
- Ensure that committee chairpersons, managers and team leaders are appointed and have the needed resources and training.
- Serve as ex officio member of committees and attend their meetings if needed.
- Chair the SAPC Strategic Planning and Advocacy Committees.
- Prepare board agendas with input from the secretary and board members.
- Ensure that risk assessments are conducted and liabilities are adequately managed.
- Lead an annual process to evaluate the effectiveness of the board and board members.
- Act as one of the signing officers for cheques and other documents.
- Orient the new president.

To effectively lead and represent the club in the areas of advocacy and in collaborations with the City of St. Albert, the President is recommended to be a resident of St. Albert. The President is recommended to step down from this position if she or he moves out of the City, and may subsequently be appointed by the Board to a Director at Large position."

Revision date: December 2021

SAPC Vice President Job Description

In addition to the job description for a board Member of the SAPC, the vice president is 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.
- Fill in for other executive positions or tasks when needed, or for skills development.
- Act as one of the signing officers for cheques and other documents as directed.
- Orient the new vice president.

"The 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 city. To succeed the President, the Vice President is recommended to also be a resident of St. Albert at the time of her/his nomination and election."

Revision date: December 2021

SAPC Secretary Job Description

In addition to the job description for a board member of the SAPC, the secretary is also expected to:

- Act as the official clerk of the board and custodian of all records, contracts, correspondence and other official documents of the club.
- Assumes the responsibilities of a Privacy Officer per federal and provincial legislations.
- Send out the formal notices and information for the Board and Membership meetings
- Maintain a record of board and membership attendance and take meeting minutes.
- Distribute the minutes to board members within one week after meetings.
- Maintain copies of SAPC's objects, bylaws and policy statements on the website.
- Prepare and submit the Annual Society Return.
- Maintain lists of officers, board members, managers, coordinators and committee lists.
- Under the direction of the president, prepare formal board correspondence,
- Direct the management of the SAPC website, email accounts, Google Drive (documents) and SAPC Facebook
- Safeguard all electronic accounts with passwords and protect those passwords.
- Act as one of the signing officers for the board for cheques and other documents.
- Orient the new secretary.

Revision date: Jan, 2020

SAPC Treasurer Job Description

In addition to the job description for a board member of the SAPC, the treasurer is expected to:

- Ensure that the club has appropriate fiscal management procedures, safeguards and reporting standards in place, and that these are adhered to.
- Make sure all monies paid to the club are deposited in an account chosen by the board.
- Keep accurate accounts of receipts and disbursements for Club related expenditures.
- Provide a full accounting of revenues and expenditures when requested.
- Present an audited statement of the financial position of the club to the AGM.
- Provide financial advice and financial risk assessments to the board.
- Give regular reports to the board on the financial state of the club.
- Provide financial reports to the secretary for secure filing.
- Act as one of the signing officers for the board for cheques and other documents.
- Prepare a budget and present it at the AGM.
- Orient the new treasurer.
- Have basic accounting skills and a working knowledge of Microsoft Excel.

Revision date: Jan, 2020

SAPC Communications Director Job Description

In addition to the job description for a board member of the SAPC, the Communications Director is expected to:

- Collect Input from contributors to the SAPC newsletter.
- Edit and format newsletter articles written by others.
- assemble the articles into the final News Letter format and post it when it is time to release the next newsletter;
- Monitor, respond to, or forward emails coming into the communications@pickleballstalbert.ca email account.
- Guide the volunteers in the communications team.

Revision date: Jan, 2020

Membership and Volunteer Director

Job Description

In addition to the job description for a SAPC Board Member, the Membership and Volunteer Director is expected to:

- Direct the Technology Team in managing the website membership registration process and membership database.
- Manage all membership enquiries through the info@pickleballstalbert.ca email account.
- Direct enquiries on the Youth Program and manage the youth membership approval process.
- Re-direct all other mail enquiries to the appropriate personnel to facilitate a timely response.
- Compile, create and maintain a yearly volunteer database.
- Collaborate with team leads/directors to provide volunteers for various club events.
- Manage and update all consolidated ratings, in response to requests from the Rating Coordinators
- Support SAPC Board/Committee requests to create various reports from the membership database.
- Manage and update membership reports for monthly Board meetings.
- Ensure the integrity and security of personal data is maintained as per SAPC policies and Privacy legislation.
- Orient the new Membership and Volunteer Director.

Revision date: Apr, 2024