



Board Director

Job Description

**Responsibility:** Pickleball Ontario Board and members

**Description:** Member of PICKLEBALL ONTARIO Board

**Term of Office:** Directors may serve 3 years. (unless appointed after an AGM)

**Responsibilities:**

Each board member must:

- Attend board meetings regularly and arrive prepared for meetings
- Act in the best interests of the organization
- Understand the roles and responsibilities of being a board member
- Assist any Board Member or Chair as required
- Be familiar with the organization's bylaws, policies and procedures, strategic plan, mission, etc.
- Avoid conflicts of interest including operating in the best interest of the organization not in self-interest or the interest of a stakeholder group
- Respect confidentiality policies that pertain to membership and board discussions
- Support board decisions once they have been voted on
- Keep informed about the organization's financial activity and legal obligations
- Bring his/her own skills, experience and knowledge to the organization

**Appointment Criteria:**

- Must be a resident of Ontario
- Believe in the goals and objectives of the Pickleball Ontario
- Have some experience and skills in leadership, verbal and written communication, coaching, organization, and other pertinent qualities as required by the PICKLEBALL ONTARIO.
- Enthusiastic and willing to lead or assist in any tasks required by the board committees including taking on one of the director portfolios (tournament, marketing/communications, technology, member services, web hosting etc.)

**Note:** Remuneration of approved expense will be made in accordance with PICKLEBALL ONTARIO policies and procedures.



President  
Job Description

**Responsibility:** Pickleball Ontario Board and members

**Description:** Member of PICKLEBALL ONTARIO Board

**Term of Office:** President may serve 3 years. (unless appointed after an AGM)

**Responsibilities:**

- Preside over all meetings ensuring that they are run efficiently and effectively.
- Be charged with the general management and supervision of the affairs and operations of the Association and shall be an ex-officio member of all committees of the PICKLEBALL ONTARIO Board.
- Be responsible for ensuring the Board develops the strategic and operating plans. Lead and update the board in its strategic planning objectives and the annual review.
- Ensure the progress of the plans are delivered in a timely manner.
- Ensure all necessary tasks of the PICKLEBALL ONTARIO's activities are carried out.
- Act as a signatory for the organization in all legal and financial purposes
- Monitor the organization's bank account, in particular payments made.
- Submit an annual report to the organization at the Annual General Meeting.
- Serve as a spokesperson for the PICKLEBALL ONTARIO when required.
- Be a good role model and a positive image for the organization in representing the PICKLEBALL ONTARIO in other forums

**Appointment Criteria:**

- Must be a resident of Ontario
- Be well informed of the organization activities and able to provide oversight
- Be forward thinking and committed to meeting the overall goals of the organization.
- Be able to develop good relationships with Directors and members

**Note:** Remuneration of approved expense will be made in accordance with PICKLEBALL ONTARIO policies and procedures.



Vice President  
Job Description

- Responsibility:** Pickleball Ontario Board and members
- Description:** Member of PICKLEBALL ONTARIO Board
- Term of Office:** Vice-President may serve 3 years. (unless appointed after an AGM)

**Responsibilities:**

- Preside over all meetings when the President is unavailable or is asked by the President ensuring that they are run efficiently and effectively.
- To accept "AD HOC" and short- term assignments and other duties as required
- Serve as a spokesperson for the PICKLEBALL ONTARIO when required.
- Be a good role model and a positive image for the organization in representing the PICKLEBALL ONTARIO in other forums

**Appointment Criteria:**

- Must be a resident of Ontario
- Be well informed of the organization activities and able to provide oversight
- Be forward thinking and committed to meeting the overall goals of the organization.
- Be able to develop good relationships with Directors and members
- Able to work collaboratively with others

**Note:** Remuneration of approved expense will be made in accordance with PICKLEBALL ONTARIO policies and procedures.



Treasurer  
Job Description

- Responsibility:** Pickleball Ontario Board and members
- Description:** Member of PICKLEBALL ONTARIO Board
- Term of Office:** Treasurer may serve 3 years. (unless appointed after an AGM)

**Responsibilities:**

- Maintain general financial oversight - oversee and present budgets, accounts and financial statements, liaise with designated staff about financial matters, ensure that appropriate financial systems and controls are in place
- Prepare and present budgets for new or ongoing work, advise on financial implications of strategic and operations plans, present revised financial forecasts based on actual spend.
- Present regular reports on the organization's financial position, prepare organization's annual tax filing, prepare accounts for audit and liaising with the auditor, as required, present reports at the AGM, advise on the organization's reserves/investment policy.
- Manage bank accounts, set up appropriate systems for book-keeping, payments, etc., ensure proper records and documentations are kept.
- Ensure proper records of fixed assets are kept
- Ensure required insurances are in place.

**Appointment Criteria:**

- Must be a resident of Ontario
- Be well informed of the organization activities and able to provide oversight
- Have a good knowledge of current financial practices.
- Be able to develop good relationships with Directors and members
- Able to work collaboratively with others

**Note:** Remuneration of approved expense will be made in accordance with PICKLEBALL ONTARIO policies and procedures.



Secretary  
Job Description

- Responsibility:** Pickleball Ontario Board and members
- Description:** Member of PICKLEBALL ONTARIO Board
- Term of Office:** Secretary may serve 3 years. (unless appointed after an AGM)

**Responsibilities:**

- Attend and take minutes of meetings and at the AGM.
- Draw up the agenda with the President, and ensure agendas are sent out to all BOD members in advance of meetings.
- Maintain and ensure effective management of the records.
- Maintain up-to-date copy of the constitution and other appropriate records.

**Appointment Criteria:**

- Must be a resident of Ontario
- Be well informed of the organization activities and able to provide oversight
- Have good administrative and computer skills including a working knowledge of MS Word or equivalent, and possibly Excel, PowerPoint and Dropbox
- Be able to develop good relationships with Directors and members
- Able to work collaboratively with others

**Note:** Remuneration of approved expense will be made in accordance with PICKLEBALL ONTARIO policies and procedures.