

Woodland Area Pickleball Association (WAPA)

Supplemental director duty statements, please also refer to the WAPA bylaws

ELECTED DIRECTORS:

5.1 : President. The President shall:

- 5.1.1.a: Be the chief executive officer of the Association.
- 5.1.1.b: Have general supervision and provide direction of the affairs of the Association, subject to the control of the BOD.
- 5.1.1.c: Preside at all meeting of the members and the BOD, or designate substitute to preside.
- 5.1.1.d: Serve as primary liaison between WAPA and the City of Woodland or designate alternative liaison.
 - Submit court reservations for events
 - Inquiries regarding court maintenance or improvements
 - POC for Parks and Rec events.
 - Coordinate with Parks and Rec Committee.
 - Sign up on email list for Parks and Rec Committee Agendas
- 5.1.1.e: Coordinate distribution of tasks for other BOD members
- 5.1.1.f: Respond to questions for the BOD on dedicated WhatsApp channel
- 5.1.1.g: Schedule regular BOD meetings and as many ad-hoc meetings as needed
- 5.1.1.h: Network and collaborate with local Pickleball pros, organizations, and facilities.

5.2: Vice President The Vice President shall:

- 5.2.1.a: Lead fundraising activities for WAPA
- 5.2.1.b: Network with supporting businesses / organizations

5.3: Secretary. The Secretary shall:

- 5.3.1.a: Prepare and keep minutes of all meetings of the BOD and members.
- 5.3.1.b: Enforce Robert's Rules of Order.
- 5.3.1.c: Prepare minutes and provide them to the general membership.
- 5.3.1.d: Maintain a set of the operative, updated Bylaws.
- 5.3.1.e: Update Bylaws if a revision is approved. (Article 13)
- 5.3.1.f: Maintain an archive of all Association Bylaws, Association meeting minutes and entity documents.
- 5.3.1.g: Regularly check and respond to contact channels, ie. email, mail.
- 5.3.1.h: Prepare & submit tax and nonprofit filings for the Association.

5.3.1.i: Maintain insurance for members.

5.4: Treasurer. The Treasurer shall:

5.4.1.a: Be responsible for depositing cash/check payments into the bank.

MEMBERS AT LARGE:

5.5.1 Membership Director – Responsible for promotion and maintenance of WAPA general and sustaining membership. Specific activities may include the following:

5.5.1.a. Promote membership in WAPA at community events, tournaments, planned outreach activities, and during instruction and social play. Coordinate membership promotion with the Social Media Officer, Tournament/Activities Director, Social Director, and elected members of the WAPA Board. Encourage and promote benefits of WAPA membership to maintain and grow the organization in line with goals and mission.

5.5.1.b. Maintain active membership rolls including membership type and start date. Provide welcome communications to new members and reminders for renewal of membership. Make membership rolls available for BOD review at monthly meetings and on shared platforms. Coordinate with Secretary/Treasurer on any payment/dues issues.

5.5.1.c. Outreach with lapsed members or others who have not yet joined WAPA.

5.5.1.d. Assist with Nominating and Election Committees in providing and/or overseeing validation of members in good standing during open election period. Support quality control/assurance/privacy of voting rolls.

5.5.1.e. Assist elected board members and other members-at-large in Woodland Pickleball and WAPA activities as needed.

5.5.2: Social Media Officer/Director –

5.5.2.a Responsible for managing and updating social media platforms such as: What's App, Facebook, Instagram, YouTube, Link tree

5.5.2.b Assist in updating and refining WAPA's Website.

5.5.2.c Responsible for creating visuals such as flyers, invites, advertising for promoting association's events and activities.

5.5.2.d Officer shall capture and share associations events via photographs and/or video.

5.5.3: Social Director-

5.5.3.a: In conjunction with other board and WAPA members, promote the joy of pickleball through social activities. This includes regular play at various venues, tournaments, potlucks, special events, and gatherings at the local pub.

5.5.3.b: Participate with fellow board members to raise funds for WAPA. This may include overtures to local businesses, soliciting member donations, fund-raising events such as poker night, raffles, silent auctions, selling lemonade, etc. This will allow us to continue to provide top flight equipment and maintain facilities.

5.5.3.c: Assist with Nominating and/or Election Committees in providing and/or overseeing validation of results.

5.5.5: Tournament Director –

5.5.5.a Develop, oversee and officiate tournaments.

5.5.5.b Coordinate and monitor registrations and payments, including registration costs, deadlines, and restrictions (e.g, skill limited brackets).

5.5.5.c Oversee tournament and bracket scheduling, court and referee assignments, and tournament rules and regulations, resolving disputes as required.

5.5.5.d Serve as primary contact for all inquiries regarding tournament procedures, guidelines and requirements.

5.5.5.e Work with BOD to combine competitive events with social events, if possible.

5.5.5.f Coordinate tournament proceedings with the approval of BOD.

5.5.6 PLAYER DEVELOPMENT DIRECTOR

5.5.6.a Player development shall be responsible for organizing WAPA affiliated workshops and skill training to the Woodland pickleball community.

5.5.6.b Provide educational materials in the following categories;

5.5.6.c USA pickleball rule book websites/or Pickleball rule book PDF.

5.5.6.d Provide safety regulations at all Woodland courts and during instructions.

5.5.6.e Coordinate Community Outreach with Group Leaders as interested in participating.

5.5.6.A Establish yearly goals with each group leader.

5.5.6.B Develop skill & drill classes with group leaders.

5.5.6.C Coordinate meetings with group leaders needs and or concerns, on an as needed basis.

5.5.6.f Maintain safety kits and supplies as needed by group leaders. Check the safety supplies regularly at Beamer & Crawford which are stored in the lockers. Report

any court damage.