

Executive Board Role Profile

Role	Secretary
Term	Elected for a one-year term Terms are to run from January 1 to December 31
Responsibilities/ Duties	• Distributes agendas and meeting materials to members of the organization • Prepare, keep and submit minutes of Executive Board and general membership meetings • Maintains historical records of the Club (excludes financial records which are maintained by the Club Treasurer) • Advises HOA of Executive Board composition and Coordinates meeting times • Manages communications from CMPC committees and other CMPC recognized entities • Creates surveys and sends to membership • Assists CMPC court reservation coordinator in management of CMPC court reservation software • Reviews website content and advises Web Managers
Competencies	Focus: organization and documentation • Strong writing and note-taking skills • Attention to detail • Organizational ability • Timeliness (meeting minutes, communications) • Familiarity with basic digital tools (email, calendar software, word processing software, documents, shared drives, form/survey software) • Ability to maintain records accurately • Confidentiality and discretion • Consistency and reliability
Shared Criteria	• Are Current Club Members • Are passionate about pickleball and growing the community • Have leadership or organizational skills • Can contribute ideas, time and energy to support club growth • Have a positive attitude and work well in a collaborative team environment • Have respect for bylaws and governance