

## PPC MEMBERSHIP CHAIR

### JOB DESCRIPTION

1. On a yearly basis, prepare copies of the membership application/waiver and file copies in the membership binder in the bin at the outdoor courts.
2. On a yearly basis, prepare printed copies of the drop-in waiver form and file copies in the court host binder at the outdoor courts.
3. Recommend the design of the identification badge or sticker for each year. Purchases stickers as required. Place stickers in the bin for distribution by the court hosts.
4. Plan membership drives in consultation with the executive.
5. Prior to the spring meeting, contact the Western Advertiser and the Penticton Herald for a free announcement of the upcoming meeting and the start of the outdoor pickleball club season.
6. Receive electronic and paper membership/waiver forms and keep them on file for a period of two years (for insurance purposes).
7. Communicate with members and non-members on items related to membership.
8. Prepare a Membership Committee report for Executive meetings.