

PPC PROGRAMMING CHAIR

JOB DESCRIPTION

1. Prepare the programming schedule and submit to the Executive for approval.
2. Provide programming data to the Website Administrator in order to keep the program information up to date.
3. Present the Programming Committee Report to the Executive for approval.
4. Work with the Recreation Commission to develop a handout that outlines hours and programs.
5. Monitor the online Reserve-a-Court bookings to ensure that the 7 day restriction is followed.

2018: The Chair has been broken up into two categories: Recreational and Competitive.

Recreational:

1. Recruit and supervise the Court Host Coordinator.
2. Oversee criteria for use of Reserve a Court times.
3. Recruit and supervise the Social Committee Chairperson
4. Assign a volunteer to update the bulletin boards and binders.

Competitive

1. Recruit and supervise the Competitive Co-ordinators and Captains.