

PPC SECRETARY

JOB DESCRIPTION

The Secretary or their designate shall:

1. Conduct the correspondence of the PPC.
2. Issue notices of meeting.
 - a) General Meetings
 - i) Fourteen days before meeting, give members notice of time, date, and general nature of business.
 - b) Annual General Meetings
 - i) A Nominating Committee should be formed at least 60 days before AGM (e.g. July 1st, 2017). Nominating committee chosen by President.
 - ii) Nominating Committee should submit nomination for each position to be filled thirty days prior to the AGM
 - iii) At least 7 days before AGM, nominations for directors submitted to Nominating Committee. Directors can also be nominated from floor.
 - iv) AGM (e.g. mid October 2017 -- after fiscal year end.)
Fiscal year end is September 30th, 2017.
Shall be held at such time and place as the Directors decide. There shall be a vote on membership fees for the following year.
 - c) Executive meetings
 - i) Seven days' notice shall usually be given to Directors but an Executive meeting can be called with no less than 24 hours' notice. (see bylaws).
 - ii) E-mail votes have to be unanimous.
3. Keep minutes of all meetings.
4. Distribute Minutes of General Meetings to club members by e-mail.
5. Have custody of all records and documents of the PPC.
6. Keep a copy of the register of members on file. (the register is available to be printed from the roster on the PPC website).
7. Keep on file all email notifications for reserve-a-court and pickleball machine bookings for a period of two years.
8. Keep the PPC by-laws up to date.
9. Prepare "Highlights of Executive Meeting" blog for website.
10. Ensure all information on the website and bulletin boards is up-to-date

11. Collect incident reports and advise insurance company of any that have the possibility of a future claim.
12. Present a safety report at the Executive Meetings.
13. Renew yearly insurance coverage with Capri Insurance. Advise them of any material change in coverage. (April 30th renewal date).