

# SCTPC President

## **Overview**

“The President shall preside over all SCTPC meetings and be responsible for the administration of all SCTPC business; shall act as the principal liaison between SCTPC, the Developer, and the Community Association, shall appoint committees as deemed necessary; and shall ensure the financial and administrative integrity of SCTPC”.

## **Duties and Responsibilities**

- ❖ To solicit volunteers and delegate responsibilities to carry out the activities of the club.
- ❖ Attend workshops, board meetings, and all club activities.
- ❖ Encourage members to attend board meetings.
- ❖ Ask for feedback from board members and membership to develop ways to improve meetings, projects, and attendance.
- ❖ Work with the Board to set clear and attainable goals.
- ❖ Continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and committee appointments.

- ❖ Motivate and establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
  
- ❖ Preside – make certain that workshops and board meetings are well planned. Set the agenda for board meetings.
  
- ❖ Problem solve – seek input and explore alternatives before making decisions that affect membership.
  
- ❖ Recruit and retain: Involve more members in club activities throughout the year.
- ❖ Act as a liaison between the Pickleball Club and the Chartered Club Committee, Property & Grounds, Existing and Future Amenities Committees, CA employees and officers, and Pulte.
  
- ❖ Identify and meet the reporting requirements of the CA.
  
- ❖ Promote Pickleball within and outside Sun City.
  
- ❖ Promote cooperation between members and other chartered clubs.
  
- ❖ Promote club motto of fun, friends, fitness.
  
- ❖ Reinforce court safety and court courtesy.
  
- ❖ Succession: Prepare next year's president for duties.

Try to encourage members to run for positions. Be observant of those who would do well with certain responsibilities for the next year.

- ❖ Receive help and information from the past president and officers.
- ❖ Become knowledgeable of parliamentary procedure.
- ❖ Maintain a paper trail of documents relevant to the Club.
- ❖ Conduct elections for new officers and confirm that they learn about their respective offices.