

The Pikes Peak Pickleball Association promotes the sport of Pickleball in El Paso County through education, training and amateur competition

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Job Description  
PRESIDENT

**Term:** Appointed by the current PPPA Board, serves a two-year term.

**Responsibility:** Directs the overall activities of the PPPA Nonprofit Organization in accordance with its bylaws and implementing policies.

**Duties:**

- Convenes and chairs regularly scheduled Board meetings and, if necessary, arranges for another Board member to preside at each meeting.
- Sets annual Board meeting dates and locations with inputs from the Board of Directors.
- Prepares the draft agenda for Board meetings with the assistance of the PPPA Secretary and inputs from the Board members.
- Establishes temporary and standing committees as required to carry out the organization's functions based on the input, recommendations, and approval of the Board of Directors.
- Updates and maintains the PPPA organizational chart including any chairperson changes/appointments made by their respective Board member functional leads.
- Provides Board oversight and direction of the PPPA Communications Committee including website, public relations/promotions, and new Board member nomination/election functions.
- Conducts the annual membership meeting including the announcement of elected incoming Board members.
- Directs annual audits of the Association's financial records and inventory of PPPA-owned physical assets.