

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

Job Description
SECRETARY

Term: Elected by the general membership in even years; serves a two-year term.

Responsibility: Maintains Association records and Board meeting minutes.

Duties:

- Works with the President to develop and distribute Board meeting agenda.
- Prepares and distributes Board meeting minutes.
- Maintains the official records of the Association, including by-laws, policies, job descriptions, meeting minutes and committee reports.
- Submits appropriate documents to the webmaster to be posted on the website.
- Reviews the 'About Us' section of the PPPA website quarterly and updates as needed.