

Job Description
SECRETARY

Term: Appointed by the current PPPA Board for a two-year term

Responsibilities:

- Maintains PPPA records
- Responsible for Board Correspondence

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.
- Posts appropriate documents to PPPA website and/or to PPPA's Dropbox. Documents include electronic motion votes, PPPA Board meeting minutes, yearly budgets, etc.
- Reviews the 'About Us' section of the PPPA website quarterly and updates as needed.
- Coordinates Board correspondence, particularly the emails received from members using info@pikespeakpickleball.com