



Pickleball BC

BOARD

ORIENTATION

MANUAL



1. PURPOSE

This Manual shall be the guide document for members who have been newly elected to the Pickleball BC board, incumbents returning for an additional term and individuals who may be considering a Pickleball BC Board position.

2. CONTEXT / BACKGROUND

Pre-work or study is vital to enable individuals to become effective in a very short time frame. They need to know what limits and jurisdiction considerations apply and where or how they may best fit based on their particular skill set and passion.

3. APPLICATION

This Policy applies to all individuals on becoming a Pickleball BC Board member by either an election process or an appointment and all incumbents returning to serve an additional term.

4. ROLES / RESPONSIBILITIES

4.1. Basic Conditions

The Pickleball BC Bylaws allows for up to 11 members.

- Board positions have a term length of two years.
- Terms end at or during an AGM.
- Term end dates are staggered to provide continuity.
- Positions filled by appointment have an end date coinciding with the first following AGM.
- Incumbent Board members wishing to continue to serve must stand for re-election.
- There is no limit on the number of terms or years an individual may serve on the Board.

Elections and appointments are to the Board, not to a position. The collective Board has the authority to assign or re-assign positions at their discretion. Normally there is a Board meeting immediately following an AGM to determine the Board structure going forward.



4.2. Board Meetings

- Generally held via Zoom, first Tuesday every month 6 pm
- Agendas typically include:
 - Short reviews of past month activity - function by function
 - New topics requiring decisions or action
 - Topics for future consideration
- Minutes are kept and published

Scheduled Board Meetings are not the only forum for discussion. Informal Zoom sessions, telephone conversations and email exchanges also serve as effective communication tools.

4.3. Additional Information

It is a responsibility of both the President and Vice President to work with all Board members to make them feel worthy and that their contributions are achieving positive results.

At this point the Pickleball BC Board is an operating Board that does most or all of the work. As an operating Board ad hoc committees, including non Board members, are frequently struck.

Given the limited number of Board members an expectation of multitasking exists. One may be expected to participate in, lead or supervise one or more committee based task.

General business practise, leadership roles, specific experience or training - all are contributing factors to one's success at the Board level.

A person's passion for a task, willingness to learn, willingness to step outside their comfort zone all go a long way to making one's contribution worthy and rewarding!



5. IMPLEMENTATION

On becoming a new Pickleball BC Board member (within 45 days) or returning as an incumbents (within 30 days) an individual must:

- Thoroughly read ALL relevant Pickleball BC Policies.
- Complete and submit an updated Conflict of Interest Statement.
- Confirm commitment to the Pickleball BC Policy regarding Conduct and Ethics.
- Thoroughly read the latest version of the Pickleball BC Strategic Plan.
- Confirm a thorough and complete reading of this Manual.

The Document Review Record must be completed and submitted as confirmation of the above.

6. RESULTS

Understanding and compliance with the contents of this Manual will lead to smooth transitions and consistent operating practices.

7. COMING INTO FORCE

This Manual and its provisions shall come into force 23-01-15.



Pickleball BC Documentation Review Record

	Title	Review Date
1	Abuse Prevention Policy	
2	Complaint Initiation Policy	
3	Complaint Resolution Policy	
4	Concussion Recognition and Response Policy	
5	Conduct and Ethics Policy	
6	Conflict of Interest Policy	
7	Equity and Access Policy	
8	Grants and Funding Policy	
9	Heart Attack Recognition and Response Policy	
10	Medical First Aid and Reporting Policy	
11	Policy Development Policy	
12	Privacy Policy	
13	Stroke Recognition and Response Policy	
	Pickleball BC Board Orientation Manual	

Name: _____

Signed: _____