

<p><b>President:</b></p> <ul style="list-style-type: none"> <li>• Write monthly/regular email newsletter</li> <li>• Schedule business meetings &amp; distribute agenda</li> <li>• Act as USTA CTA contact</li> <li>• Co-Monitor email to <a href="mailto:peninsulatennisclub@olypen.com">peninsulatennisclub@olypen.com</a> (Secretary has principal duty to respond)</li> <li>• Run any business or member meetings</li> <li>• Track event calendar &amp; solicit volunteers to run events</li> <li>• Reserve tennis courts for events</li> </ul>	
<p><b>Vice President:</b></p> <ul style="list-style-type: none"> <li>• Perform President’s duties in their absence</li> <li>• Scholarship Committee Chairperson</li> <li>• Solicit MIP nominations &amp; track voting</li> <li>• Have MIP trophies engraved</li> <li>• Dec Meeting/Holiday Party Coordinator</li> </ul>	
<p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>• Check PO Box weekly (Port Angeles)</li> <li>• Maintain membership xl file</li> <li>• Purchase annual Trac Phone card</li> <li>• Submit annual liability insurance paperwork</li> <li>• Submit annual non-profit corporation paperwork</li> <li>• Provide Treasury report at business meetings</li> <li>• Deposits checks in bank account monthly</li> <li>• Pay all club bills</li> <li>• Use Quickbooks to track all financial transactions <ul style="list-style-type: none"> <li>○ Track all income &amp; expenses in created categories</li> <li>○ Reconcile monthly bank statements</li> <li>○ Regularly create backup files</li> </ul> </li> </ul>	<p>NOTE: PTC has a laptop which has XL &amp; Quickbooks installed for the use of the Treasurer or Secretary, should they not have their own computer.</p>
<p><b>Secretary:</b></p> <ul style="list-style-type: none"> <li>• Keep minutes at meetings</li> <li>• Monitor &amp; answer email to <a href="mailto:peninsulatennisclub@olypen.com">peninsulatennisclub@olypen.com</a></li> <li>• Monitor &amp; answer messages on club phone</li> <li>• Send Welcome email letters &amp; rosters to brand</li> </ul>	<p>NOTE: PTC has a laptop which has XL &amp; Quickbooks installed for the use of the Treasurer or Secretary, should they not have their own computer.</p>

<p>new members</p> <ul style="list-style-type: none"><li>• Maintain email distribution lists</li><li>• Send PTC event announcements to newspapers</li><li>• Create &amp; mail annual membership renewal flyer</li><li>• Create &amp; distribute member bag tags</li><li>• Mail event flyers/meeting flyers</li><li>• Write thank you notes for club</li></ul>	
<p><b><i>Webmaster</i></b></p> <ul style="list-style-type: none"><li>• Create &amp; Update website</li></ul>	