

PRESIDENT

The president is in charge of renting out the gym for the full school year (negotiating with Athletics) as well as renting out additional hours for tournament days. He/she will be in charge of renting out two school lockers for both fall and winter terms. He/she will be responsible for all purchases (ie. Shuttlecocks, tags, Velcro tape etc.) and ensuring that all necessary materials are available for every session. He/she is responsible for checking the club email on a regular basis, answering inquiries and broadcasting email notifications. He/she must also attend the term FACCS presentation and prepare the annual recertification package.

- Gym rental and locker rentals
- Purchases and Session Preparation
- Recruiting volunteers to manage nets, poles, and court changes
- CUSA Recertification package
- CUSA Funding application write-up and presentation
- Managing and distributing workloads to the executive team

VICE PRESIDENT

The vice president is responsible for all presidents' tasks during his/her absence. He/she is responsible for updating the Facebook page as well as the club's official website.

- Responsible for presidents' tasks during his/her absence
- Marketing the club (Facebook, posters, word-of-mouth)
- Communications (email broadcasts, answering emails, website, Facebook messages)

TREASURER

The treasurer is responsible for all finances of the club including collecting money and registration fees, depositing money into the bank, and monitoring the club bank account. He/she is also responsible for the budgets and financial statements per semester. He/she must approve of all club purchases, write reimbursements through cheques, and collecting receipts of every purchase.

- Depositing money into the bank
- Collecting registration fees and guest fees
- FACCS presentation
- Responsible for writing the financial report at the end of each semester
- Responsible for reimbursements, collecting receipts, and the approval of all club purchases
- Responsible for monitoring the club bank account