



About Us

The Asheville Pickleball Association (APA), a 501(c)(3) nonprofit organization, promotes the growth of pickleball in Western North Carolina to enrich lives in our communities. The volunteer Board consists of 11 members, who meet monthly.

Mission Statement

The mission of the Asheville Pickleball Association is to be a community partner that promotes the growth of pickleball through educational clinics, competitive leagues, tournaments, and social events, and that advocates for the new construction and/or improvement of public pickleball facilities.

Committee Title: Special Projects Committee

Committee Structure:

Special Projects Board Liaison(s): APA Board member(s) who has/have shown interest in the objectives of a committee. The APA Board Liaison is responsible for seeking and establishing ad hoc committees for the purpose of completing a “special project” as deemed by the APA Board. Each special project will require a separate committee, including a person to fulfill the Committee’s Lead. The Board Liaison is not to run the committee, but provide input, guidance, and function as the facilitator between both the Board and the committee, insuring Board oversight. The Board Liaison will attend the committee meetings and provide an update on the committee at each Board meeting. It is the Board Liaison’s responsibility to bring forth recommendations and/or concerns. If there are committee needs/decisions/approval needed between APA Board Meetings, the Board Liaison will notify the APA Board, and a special email/call/virtual meeting will be organized.

Annually, a budget will be determined for the special projects committee. However, given the fluidity of the committee projects, this may need to be revisited throughout the budget year. With the approval of the APA Board Liaison, the committee can spend up to \$100.00 without board approval. Expenditures above \$100.00 require board approval. Completion of an APA expense report with a receipt and description of the expense is required for every reimbursement.

Special Projects Committee Lead: This person will establish and organize the committee meetings for the duration of the time needed to complete the special project. The Committee Lead will designate someone to assist in taking minutes (may record minutes using Zoom, AI technology, etc.), but must ensure minutes are available. The Committee

Lead, with the help of the Board Liaison, oversees that the recommendations and/or actions of the committee are implemented.

Special Project Committee Responsibilities: The Special Projects Committee is responsible for strategic oversight for the special project at hand. To accomplish the specific task, the Special Projects Committee may interface with APA members, sponsors, and a variety of partner organizations, including but not limited to: Asheville Parks & Recreation, City of Asheville and Buncombe County staff, federal government staff, and elected officials, board officers, other APA Committees, etc.

Existing Special Project: Work with Asheville Parks & Recreation to place ball recycling boxes at every public pickleball court. Work with the Volunteer Committee to establish a schedule of volunteers for semi-monthly ball retrieval.

Potential Future Projects: May include working on tournament organization and play, sponsorship sales, and league play.

Regular Committee Tasks:

- Recruit committee members, preferably with prior experience and expertise in the named special project area for the duration of the special project.
- Integrate the needs of the Special Projects with Marketing & Communication and other APA Committees in providing content creation for the website, Facebook and social media surrounding the special project.
- Provide post-project insights as to how it can be improved in the future using surveys of those participating in the special project/event.
- Correspond with committee members to keep them motivated to continue to serve, thanking them for their help, etc.
- Others as deemed necessary by the board.

Skills Required:

A commitment to serve. Organized. Self-driven. Friendly.

Note:

This is an ad hoc committee that will be formed surrounding a specific project. Once the project is completed, that Committee will be disbanded. Special Projects can take the form of a tournament, fundraising event supporting a specific charity, etc. Committee members are not required to have expertise in all special project areas. Members contribute based on their skills, interests, and availability, and additional support can be provided through outside sources or volunteers.

March 3, 2025