

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Director of Leagues

Purpose: To assist with the leadership and general promotion of Wanless Park Community Tennis Club in the general area of Teams. As a Board Member, support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community to lead the Club into the future.

Responsibilities include:

- Establish overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; more particularly as they relate to the Club's adult and junior Teams.
- Leverage the expertise of the Head Pro with respect to developing and managing the process to field competitive adult and junior teams for the Club.
- Define and manage the process to field Wanless' adult and junior teams, including but not limited to the following activities:
 - Defining and communicating the tryout process for Wanless teams to the membership
 - Booking and paying for indoor tryout venue(s) and tryout coaches; as applicable
 - Managing fee collection from participants for tryouts
 - Informing all tryout participants of their respective successful / unsuccessful status
 - Assisting teams with assignment of team captains; if requested
 - Ensuring all required courts for team matches and/or practices are blocked-off in GameTime
- Ensure that all required registration and associated fees for respective Team Leagues have been completed and paid for (i.e. TLTL, TMTL, NYTA, Inter-County, Tennis Toronto, etc.).
- Update the Teams Policy and ensure that all teams understand the Policy and adhere to its guidelines. Ensure any changes / updates are communicated to Team Captains.
- Continually seek new and/or improved ways to offer competitive offering to the membership through teams, in consultation with the Board and potential members survey.

Details of the position:

- Length of term is one year, which may be renewed each and every year for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be member in good standing of the Club.
- Position carries one vote.

Meetings and time commitment:

- The Board of Directors meets monthly typically on a Monday evening at 7:30 p.m. Meetings tend to last between 2 and 2.5 hours.

Expectations include:

- Attend and participate in Board of Director meetings on a regular basis.
- Attend the Annual General Meeting.
- Be aware of Wanless Park Community Tennis Club's objective and publicly support it.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship with other Board members, the clubhouse staff, the Head Pro and court instruction team as well as City of Toronto staff who work at the park.
- Be aware of and abstain from any conflict of interest.