

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Director of Membership

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of club membership. 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 Membership and Member Communications:

- Establish overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; particularly as they relate to membership topics including but not limited to membership cap, types, and fees.
- Develop and nurture a relationship with the members to foster a welcoming and inclusive club feeling.
- Assist and advise the Board in developing strategic plans for future membership, membership and communication policies, as well as overall financial review.
- Manage the yearly end-to-end process for membership registration, including but not limited to the following activities:
 - All email communications to returning members and to Waiting List individuals
 - Management and processing of Waiting List participants (with help from Member Support)
- Respond to all incoming queries about membership that are policy-based.
- Conduct with the help of Member Support yearly analysis of the existing membership and court usage in an effort to provide a recommendation to the Board for future planning.
- Ensure regular and on-going communications to the membership through a variety of mechanisms (e.g. newsletter, emails, surveys, twitter, Facebook, etc.).
- Edit / compose and send broadcast emails (~45 per year – with help of Member Support); ensure consistency in Club communication.
- Review and ensure with the help of Member Support that the Club's website content is up to date.
- Identify requirements and define content for any Club signage. Work in partnership with Member Support in order to oversee production of said signage.

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.

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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.