

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Secretary

Purpose: To assist with the leadership and general promotion of Wanless Park Community Tennis Club in the area of Board administration and governance. 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 administrative and governance issues.
- Prepare Board meeting agendas in consultation with the Board.
- Set-up location logistics of meetings.
- Prepare and maintain minutes and records for all board meetings. Requirements of minutes include:
 - Date, time, location of meeting
 - List of those present and absent
 - List of items discussed
 - Reports / documents presented and discussed (should be included as attachments)
 - Text of motions presented and description of their disposition.
- Review/monitor and verify accuracy of the meetings' Minutes and circulate to all Directors. Ensure FINAL Minutes are signed and included in Executive Database as part of Board Meeting documentation.
- Manage and maintain the Board's documentation in the Executive Database to ensure completeness and accuracy.
- Ensure that the records of the organization are maintained including a copy of the Club's constitution and made available when required by authorized persons. These records include lists of directors, any board and committee meeting minutes, any financial reports, and other official records.
- Ensure that proper notification is given of directors' and members' meetings as specified in the bylaws.
- Manage the general correspondence of the Board of Directors.
- Assist President with the overall preparation of the Club's Annual General Meeting.

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.