

Wanless Park Community Tennis Club
JOB DESCRIPTION
Board of Directors Position: Social Director

Purpose: To assist with the leadership and general promotion of Wanless Park Community Tennis Club in the general area of social activities. 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 social activities.
- Create and present a schedule for summer and winter social events; work in conjunction with Head Pro for summer events.
- Manage *Social Events* budget and report on postmortems.
- Market events through emails (coordinate with Director Membership / Member Support – IT to deploy emails).
- Plan and execute all social functions for Wanless Park Community Tennis Club including:
 - Opening April BBQ and Closing October AGM BBQ
 - Pizza nights for House leagues and occasional round-robins
 - Adult and teen socials
 - Other events
- For summer events:
 - Block-off required courts and instructors
 - Ensure Clubhouse Monitors order food and beverages
 - Coordinate with Clubhouse Manager to purchase standard clubhouse supplies
 - Create round robin teams if required
 - Manage and coordinate set-up and clean-up
- For winter events:
 - Book venue(s) and instructor (the latter as required)
 - Coordinate dinner options
 - Create round robin teams
- Continually seek new and/or improved ways to offer social events for the membership, in consultation with the Board, the Head Pro and Membership Director (e.g., 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.
- The Social Director may choose to form sub committees to execute events.

Wanless Park Community Tennis Club
JOB DESCRIPTION
Board of Directors Position: Social Director

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.