

Wanless Park Community Tennis Club
JOB DESCRIPTION
Board of Directors Position: Vice-President

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of overall Club 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:

- Assist the President with establishing overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the membership, staff, and community.
- Assist other Board members with their portfolios as required.
- Act for the President in the absence of the President.
- Assist in the review of and hiring and management of the Head Pro and Clubhouse Manager.
- Assist the President in finding and assembling a suitable and diverse slate of executive candidates for the next year.
- Develop and nurture a relationship with the membership, and an understanding of the membership, club issues past, present and future.
- Assist and advise the President (and Board Executive) in developing strategic plans, organizational models, membership and executive review, financial review.
- Be a signing authority on behalf of the Board for financial and legal purposes.
- Be a project manager for special projects, as applicable.

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.