

# Wanless Park Community Tennis Club

## JOB DESCRIPTION

### Board of Directors Position: Director of Leagues

**Purpose:** To assist with the leadership and general promotion of the Wanless Park Community Tennis Club so as to support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community and ensuring the smooth operation and activities of the Club.

#### 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.
- Support the Interclub Teams as well as any drop-in programs.
  - ✓ Wanless currently has one Men's team, four Ladies' teams and Junior teams that compete against other clubs in the spring. The Director of Leagues lines up new captains on an as needed basis.
- Survey the membership with respect to these Programs every year.
- 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.

#### Details of the position:

- Length of term is one year, which may be renewed each and every year 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. 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, and the general staff.
- Be aware of and abstain from any conflict of interest.