

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 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 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.
- Develop and nurture a relationship with the membership including an understanding of the membership, club issues – past, present and future.
- Assist and advise the Executive in developing strategic plans, organizational models, membership and communication policies, as well as executive and financial review.
- Conduct with the help of Member Support an analysis of the existing membership and court usage in an effort to provide a recommendation to Board as to the membership levels for the upcoming season.
- Ensure regular and on-going communications to the membership through a variety of mechanisms (e.g. newsletter, emails, surveys, twitter, Facebook, etc.).
- Identify requirements and define content for any Club signage. Work in partnership with Member Support in order to oversee production of said signage.
- Manage queries about membership that are policy-based.
- Edit / compose and send broadcast emails (~45 per year).
- Edit and produce Yearly Handbook.
- Shoe Tags - Order from manufacturer and co-ordinate with clubhouse for distribution.

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 September through May, 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, and the general staff.
- Be aware of and abstain from any conflict of interest.