



Job Description: President

Purpose: To provide leadership and general promotion of the Wanless Park Community Tennis Club. 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:

- Provide leadership in establishing, measuring and monitoring overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; such as being an ambassador for the club in the community, and upholding and championing the values of the club.
- Responsible for hiring, management and annual review of the Head Pro (with assistance from a sub-committee of Board Members). Renew annual agreement with Head Pro including negotiation of terms as discussed and agreed by the Board.
- Be available to discuss issues relevant within the Club with any member.
- Be the central point of contact / main liaison with the City of Toronto regarding annual responsibilities, permit requirements, payments and any other relevant issues (i.e. ensure all permits are up to date and Club is compliant).
- Risk management (specifically, insurance for the clubhouse and courts, and liability insurance for the Board).
- Ensure OTA membership is up to date.
- Work with the Board's Secretary to prepare and run monthly Board Meetings. Chair monthly board meetings.
- Prepare for the October Annual General Meeting (AGM) including ensuring all communications to the membership is sent out, Board reports are put together, presented at the AGM, and circulated to the membership.
- Assemble a viable, enthusiastic, well-suited executive slate. Ensure Board composition is appropriate to deliver on its objectives and serve the Club and its members.
- Oversee all Board positions and ensure Board members are fulfilling their responsibilities ; with the help of the Vice President, assist where required.
- Assess the Board structure and determine where change is required (i.e. amendments to the Club's Constitution).



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- Continuously review systems in place with an eye towards finding ways to improve and streamline them. Benchmark against other Toronto community tennis clubs to benefit from the experience of others.
- Renew annual agreement with IT support including negotiation of terms as discussed/agreed by the Board
- Be aware of Wanless' place in the wider community through liaising with elected council positions in all 3 levels of government and attending or ensuring Wanless representation at Tennis Toronto and OTA meetings for networking with other City-owned facilities and their respective Boards.

Details of the position:

- As per Article 8 of the Club's Constitution, length of term is two years, which may be renewed for a second consecutive two-year term and a final reelection for one year only making for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- All members of the Board are guided by the President.
- Candidate must be a member in good standing of the Club.
- Position carries one vote.

Expectations include:

- Prepare for, attend, participate, and chair Board of Director meetings on a regular basis. Meetings are usually held on the evening of the second or third Monday each month with the exception of August when no meeting is held. Board members are expected to attend the majority of meetings (at least eight of eleven) in person or via Google Meet. Monthly board meetings typically last between two and two and a half hours.
- Attend the Annual General Meeting.
- Maintain Board confidentiality. Publicly support Board decisions.
- 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 declare any conflict of interest.
- Understand and make best efforts to represent and advocate in the interests of all Club members.