

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: President

Purpose: To assist with the leadership and general promotion of 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:

- Provide leadership in 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.
- Be available to discuss issues relevant within the club with any club member.
- Be 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).
- Ensure property and liability insurance is kept up to date.
- Ensure OTA membership is up to date.
- Work with the Board's Secretary to prepare and run monthly Board Meetings; including the Club's Annual General Meeting held in October.
- 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.
- Oversee all Board positions (between 5 and 10) and ensure Board members are doing their given jobs; assist where following through with commitments is not occurring.
- With the help of the Vice-President, assist as required any Board member(s) in their absence.
- Assess the roles of Board members and determine where change is required (i.e. Board Job Descriptions).
- Assess the Board structure and determine where change is required (i.e. amendments to the Club's Constitution).
- Review systems in place and improve and grow upon the experience of others.

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 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.

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Expectations include:

- Prepare for, attend, participate, and chair Board of Director meetings on a regular basis.
- Prepare for, attend, and run the Club's October Annual General Meeting.
- 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.
- Foster enthusiasm across the membership.
- Encourage club membership and growth, club camaraderie, and tennis education.
- Be aware of Wanless Park Community Tennis Club's objective and publicly support it.
- 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.