

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: President

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:

- Provide leadership for the Wanless Park Community Tennis Club and for the executive.
- Provide feedback to employees and executive regarding their performance and commitment.
- Be available to discuss issues relevant within the club with any club member.
- Hold meetings to assemble ideas and reach decisions.
- Create an agenda for routine items and for new items under discussion or to be discussed.
- Review information, sanctioned literature, and decisions prior to their distribution.
- Assemble a viable, enthusiastic, well suited executive slate.
- Oversee all executive positions (between 5 and 10), ensure they are doing their given jobs and assist where following through with commitments is not occurring.
- Act for executive in their absence.
- Assess the roles of executive members and determine where change is required.
- Assess the roles of the executive structure and determine where change is required.
- Correspond with the City of Toronto regarding annual responsibilities, facilities and current issues.
- Oversee the Club House and Courts Manager, modify this position as required.
- Ensure property and liability insurance is kept up to date.
- Ensure OTA membership is up to date.
- Ensure permits are up to date.
- Respond to membership enquiries.
- Review systems in place and improve and grow upon the experience of others.
- Call an AGM and have all executive provide reports of their divisions, provide for the membership a summary of these reports.
- Assess these reports to formulate a direction for the next year.

Details of the position:

- Length of term is two years, which may be renewed for a second consecutive term through the nomination and election process at the Annual General Meeting.
- Subsequently, the length of term for the President role is one year, which may be renewed through the nomination and election process at the Annual General Meeting.
- All members of the executive are guided by the President.
- Candidate must be member in good standing of the Club.
- Position carries one vote.

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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, participate, and chair Board of Director meetings on a regular basis.
- Attend the Annual General Meeting.
- Attend Tennis Toronto Meetings (3 meetings per year).
- Attend OTA AGM (once per year).
- Foster enthusiasm across the membership.
- Encourage club membership and growth.
- Encourage club camaraderie.
- Encourage tennis education.
- 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.