



Job Description: Secretary

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of Board administration and governance. 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:

- Establish, measure and monitor 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.
- Prepare and circulate Board meeting agendas in consultation with the Board.
- Set-up location logistics of Board meetings.
- Prepare and maintain minutes and records for all board meetings. Requirements of minutes include:
 - Date, time, location of meeting;
 - List of those present and absent;
 - List of items discussed;
 - Reports / documents presented and discussed (should be included as attachments) – Text of motions presented and description of their disposition.
- Review/monitor and verify accuracy of the meetings' Minutes and circulate to all Directors. Ensure Final Minutes are signed and included in saved in the online directory as part of Board Meeting documentation.
- Track and follow-up all action items arising from Board Meetings to ensure their timely completion.
- Ensure that the records of the organization are maintained including a copy of the Club's constitution and made available when required by authorized persons. These records include lists of directors, any board and committee meeting minutes, any financial reports, and other official records.
- Ensure that proper notification is given of directors' and members' meetings as specified in the bylaws.
- Assist President with the overall preparation of the Club's Annual General Meeting.



Job Description: Secretary

- Following the Club's Annual General Meeting:
 - Update CRA and Government of Ontario with changes to board members;
 - Together with IT Support, arrange for update of website, Google Workspaces, and Slack to reflect new board members.

Details of the position:

- Length of term is one year, which may be renewed for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be a member in good standing of the Club.
- Position carries one vote.

Expectations include:

- Attend and participate in monthly Board of Director meetings. 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.
- Prepare for and participate in the discussions and the deliberations of the Board.
- 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.