

# **Wanless Park Community Tennis Club**

## **JOB DESCRIPTION**

### **Board of Directors Position: Secretary**

**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:**

- Establish overall long and short term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community.
- Prepare Board meeting agendas.
- Discuss with President and or relevant Board Executive specific needs prior to meetings.
- Confirm location of 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
  - ✓ List of reports presented
  - ✓ Text of motions presented and description of their disposition.
- Review/monitor and verify accuracy of the meetings minutes, and circulate to all Directors.
- 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. Paper copy as well as soft copy.
- Ensure that proper notification is given of directors' and members' meetings as specified in the bylaws.
- Manage the general correspondence of the Board of Directors.
- Discuss and assist Director of Membership with needs regarding distribution of communications discussed or advised during meetings. (Newsletters, Newsflashes, Invitations, Announcements).
- Assist Director of Membership with Annual General Meeting and or specific mailings. (generally emails)
- Assist Director of Membership with Membership Directory and contents.

**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.

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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 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.

FINAL