

# Wanless Park Community Tennis Club

## JOB DESCRIPTION

### Board of Directors Position: Social Director

**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.
- Create schedule for summer and winter events
- Market events through emails (coordinate with Director Membership to deploy emails)
- Plan and execute all social functions for Wanless Park Community Tennis Club including:
  - ✓ Opening BBQ and AGM
  - ✓ Pizza nights for House leagues
  - ✓ Adult and teen socials
  - ✓ Other events
- For summer events:
  - ✓ Book courts and instructors
  - ✓ Order food and beverage
  - ✓ Purchase supplies
  - ✓ Create round robin teams
  - ✓ Set up and clean up
- For winter events:
  - ✓ Book venue and instructor
  - ✓ Coordinate dinner options
  - ✓ Create round robin teams
- Manage *Social Events* budget and maintain post mortems
- Continually seek new and/or improved ways to offer social events for the membership, in consultation with the Club Pro and Membership Director (e.g., annual survey)

#### **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.

**Wanless Park Community Tennis Club**  
**JOB DESCRIPTION**  
**Board of Directors Position: Social Director**

**Meetings and time commitment:**

- The Board of Directors meets September through June, typically on a Monday evening at 7:30 p.m. Meetings tend to last between 2 and 2.5 hours.
- The Social Director may form sub committees to execute events.

**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