



Board of Directors Position: Social Director

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of social 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:

- 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.
- Create and propose a schedule for Spring, Summer, Fall, and pre-season social events. Work in conjunction with Head Pro for staffing and support from the Instruction team for social events.
- Prepare and manage Social Events budget including postmortem reports.
- Market events through email, website, and other sources (eg. CourtReserve). Coordinate with the Director of Communications and Member Support – IT to deploy emails.
- Plan and execute all social events for Wanless Park Community Tennis Club including:
 - Opening Season BBQ and Closing October AGM BBQ;
 - Adult socials;
 - Other events.
- For all social events:
 - Block-off required courts (or book venues for off-season events) and coordinate Pro/instructor needs with Head Pro;
 - Work with Head Pro to create round robin teams as required;
 - Coordinate with Clubhouse Manager to purchase food, beverages, and required supplies;
 - Coordinate with Clubhouse Manager to manage and coordinate set-up and clean-up.
- Continually seek new and/or improved ways to offer social events for the membership, in consultation with the Board, the Head Pro and members.
- Recruiting volunteer members to assist in the planning and execution of social events and programs.



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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.