

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

Purpose: To assist with the leadership and general promotion of Wanless Park Community Tennis Club in the area of the annual Club tournament. 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 overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; more particularly as they relate to the Club's annual adult and junior tournaments.
- Survey the membership – as required - with respect to the Club's annual adult and junior tournaments to determine satisfaction levels, test potential ideas, etc.
- Leverage the expertise of the Head Pro with respect to developing and managing the Club's annual adult and junior tournaments.
- Develop and present to the Board for approval the format and budget for the Club's annual adult and junior tournaments.
- Run and manage both Adult and Junior Tournaments from end-to-end, including but not limited to:
 - Updating and issuing all appropriate materials (Website, clubhouse bulletin boards, email communication, etc.) with required Tournament information (i.e. dates, rules, etc.).
 - Purchasing prizes; prize distribution; Winners' plates on Tournament Board in Clubhouse.
 - Monitoring on-going progress of Tournament draws ensuring fair and timely play.
 - Ensuring Tournament rules are adhered to.
 - Following-up with lessons learned and providing recommendations for future years; report to be presented to Board and saved in Executive Database.

Details of the position:

- Length of term is one year, which may be renewed each and every year for a maximum of five (5) consecutive years 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.

Meetings and time commitment:

- The Board of Directors meets monthly 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, 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 abstain from any conflict of interest.