

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Tournament 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.
- Survey the membership – as required - with respect to the Tournament.
- Develop the format for both Adult and Junior Tournaments at Wanless Park Community Tennis Club.
- Run and manage both Adult and Junior Tournaments from A to Z, including:
 - ✓ Updating all appropriate materials (Handbook, Website, Notice Boards in Clubhouse, email communication, etc.) with required Tournament information (i.e. dates, rules, etc.)
 - ✓ Establishing prize budget and submitting to Executive for approval; purchasing prizes; prize distribution; Winners' plates on Tournament Board in Clubhouse
 - ✓ Monitoring on-going progress of Tournament
 - ✓ Ensuring rules are adhered to
 - ✓ Following-up with lessons learned and ensuring adjustments are made for subsequent tournaments, as applicable

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.

Meetings and time commitment:

- The Board of Directors meets monthly. 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.