

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Treasurer

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.
- Financial management, including adoption and oversight of Wanless Park Community Tennis Club's finances, budget, and financial/resource needs.
- Risk management (specifically, insurance for the clubhouse and courts, and liability insurance for the Board)
- Be a signing authority on behalf of the Club for financial matters.
- Prepare interim financial statements on a month-to-month basis for review and discussion.
- Ensure sufficient funds are set aside each year for future court renovations and Club needs.
- Day-to-day banking activities including reconciling bank account; reviewing expenses; preparing and signing cheques; preparing bank deposits; investing excess cash in GICs; issuing invoices (i.e. for external court usage); cash management of the clubhouse store; etc.
- Annual submission of city permit application
- Collections
- Main contact for phone and internet service.

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 September through May, typically on a Monday evening at 7:30 p.m. Meetings tend to last between 2 and 2.5 hours.

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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