

Wanless Park Community Tennis Club

JOB DESCRIPTION

Board of Directors Position: Treasurer

Purpose: To assist with the leadership and general promotion of Wanless Park Community Tennis Club in the general area of fiscal responsibility. 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; particularly as they relate to the Club's financial health and fiscal governance.
- 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 Board review and discussion.
- Ensure sufficient funds are set aside each year for future capital projects (e.g. court resurfacing, court lighting, etc.) and miscellaneous Club needs (e.g. balls, nets, etc.).
- Day-to-day banking activities including reconciling bank account; reviewing expenses; payroll management; preparing and signing cheques; investing excess cash in GICs; cash management of the clubhouse store; etc.

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.