

**Wanless Park Community Tennis Club**  
**JOB DESCRIPTION**  
**Board of Directors Position: Vice-President**

**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:**

- Assist the President with establishing overall long and short term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community.
- Act for the President in the absence of the President.
- Assist in the review of and hiring and management of the Club Manager / Club Pro.
- Assist the president in finding and assembling a suitable and diverse slate of executive candidates for the next year.
- Develop and nurture a relationship with the membership, and an understanding of the membership, club issues past, present and future.
- Assist and advise the President (and executive) in developing strategic plans, organizational models, membership and executive review, financial review.
- Be a signing authority on behalf of the Board for financial and legal purposes.
- Be a project manager for special projects, 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 September through May, 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, and the general staff.
- Be aware of and abstain from any conflict of interest.