



Job Description: Vice President

Purpose: To assist with the leadership and general promotion of the Wanless Park Community Tennis Club. 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:

- Assist the President in providing leadership in establishing, measuring and monitoring overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community.
- Assist and advise the President and Board Executive in completing assessments of organizational needs and developing strategic plans to address those needs. .
- Act for the President in their absence.
- Responsible for the hiring and day-to-day management of the Club Manager and general operations of the Club. Renew annual agreement with Club Manager.
- Assist in the hiring and management of the Head Pro
- Assess the roles of Board members and determine where change is required (i.e. Board Job Descriptions).
- 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, and club issues past, present and future.
- Be a signing authority on behalf of the Board for financial and legal purposes.
- Be a project manager for special projects, as applicable.
- Assist other Board members with their portfolios as required.

Details of the position:

- Length of term is one year, which may be renewed for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be a member in good standing of the Club.
- Position carries one vote.



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Expectations include:

- Attend and participate in monthly Board of Director meetings. Meetings are usually held on the evening of the second or third Monday each month with the exception of August when no meeting is held. Board members are expected to attend the majority of meetings (at least eight of eleven) in person or via Google Meet. Monthly board meetings typically last between two and two and a half hours.
- Attend the Annual General Meeting.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Maintain Board confidentiality. Publicly support Board decisions.
- 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 declare any conflict of interest.
- Understand and make best efforts to represent and advocate in the interests of all Club members.