

Job Descriptions for Executive Committee Members

President

- Maintain a dialog with the Arts and Recreation department, to agree on maintenance of the property, and an equitable split of expenses.
- Review and update Management and Maintenance Agreement every five years.
- Call and appoint a chair for all general meetings and executive meetings
- Establish standing committees for property, program and social activities and serve on these committees
- Coordinate with other executive members to ensure that all of the functions of the club are fulfilled:
 - That the Club promotes the game of tennis through adequate publicity and programs
 - That there is a proper handling of club records (constitution, municipal agreements, insurance, financial records, membership lists)
 - That there is proper handling of Club finances
 - That fees are reviewed annually to ensure adequate funding, including long-term funding of major expenses
 - That the Club is following good safety, security and legal/ethical standards
 - That insurance policies are annually renewed to give proper insurance coverage to protect the Club Executive and other members
 - That Executive positions get filled
- Ensure that at the AGM, reports on finance, property and memberships are given and that an election of officers for the coming year takes place

Vice President

- Aid and support the President in his work
- Become familiar with Club operations and procedures so as to be in a position to assume presidential responsibilities either temporarily or as a successor
- Serve on committees or carry out projects as mutually agreed

Treasurer

- Maintain a set of books showing all assets, incomes and expenditures for each season with all necessary bills and receipts
- Pay all club bills duly and promptly from club funds
- Invest any funds above and beyond and above current needs, so as to accumulate funds for larger capital projects
- Present a financial balance sheet for the past year to the AGM.

Past President

- May be appointed at the AGM at their pleasure. Will be a non-voting executive member. The Past President may provide expertise, help and guidance as requested by the President

Membership Secretary

- Collect membership fees and deposit same in the bank account of the Almonte Tennis Club
- Issue keys, tags and/or lock combination codes to members upon receipt of membership fees
- Change locks and/or combinations as needed
- Keep an accurate record of all bank deposits, with deposit slips and give these to the Treasurer at the end of the season, along with a reconciliation with the number of members
- Maintain a membership list current for each year, containing the names, addresses and contact details for all members
- Provide members with information on meetings, activities, plans etc.
- Stand in for the Executive Assistant if he/she is not available
- Receive and solicit feedback from members, keeping the Executive informed on the opinion of members and any problems being encountered.

Executive Assistant

- Record minutes of general and executive meetings, and distribute them as needed
- Undertake written correspondence where agreed
- Maintain Club records on a computer, back up these records periodically. Make records available to Executive members
- Prepare newsletters, information material, publicity, advertising, and help to maintain the Club website
- May prepare computerized membership lists

Property Chair

- Maintain the best possible standard at the facility as regards playing surface, fencing, nets, lights, windscreens, backboard and all aspects of the property.
- Solicit and organise the help of club members, and/or a Property Team, to conduct regular maintenance activities such as installing nets and controlling weeds.
- Attend to any damage that is sustained as soon as possible
- Initiate the process of putting up and taking down the nets at the open and close of each season
- Be responsible for club owned property such as squeegees, brushes, rollers, signs, crack patch, paint, etc.
- Arrange and coordinate professional maintenance contracts for work such as court cleaning, crack repair and resurfacing, as required
- Inform the Executive of problems regarding property so that proper planning and financing can occur

Program Chair

- Ensure that a range of activities are carried out that will provide enjoyment, development and competition. Activities may include tournaments, interclub competition and "meet and play" social times
- Normally, a Program committee will be established to assist in this work.

Social Convenor

- Organize social events such as Award Night, tournament lunches, visitor refreshments and other special events.

Club Pro

- Be responsible for instruction and coaching. Has primary responsibility for scheduling and ensuring that court bookings are announced at least a week before the event.
- Undertake other responsibilities with recompense as negotiated with the Club.