

Mill Bay Community League Tennis Society Directors' Responsibilities - 2017

President

- Is responsible for the orderly conduct of the club.
- Arranges regular executive meetings and chairs same.
- Arranges the Annual General Meeting and prepares agenda and Annual Report for such meetings.
- Prepares Annual Strategic Plan with executive team input.
- In partnership with Treasurer and with executive team input, prepares annual operating budget.
- Represents the club in the community including liaison role with Mill Bay Community League (unless delegated otherwise.)
- Prepares President's report for regular executive meetings and written report for Annual General Meeting.
- Initiates policy and obtains approval by the executive committee.

Vice-President

- Assumes the responsibilities of the President in their absence.
- This position is voted on by the Executive team after the Annual General Meeting and is filled by one of the current director's excluding the President and Secretary/Treasurer.

Secretary/Treasurer

- Keeps the records of the Society, including a current copy of the Society Act and Robert's Rules of Order for the guidance of the Society and submits necessary documentation under the Society Act.
- Conducts official correspondence.
- Appoints a person to take accurate minutes of executive, annual and general meetings and publishes such minutes.
- Receives and deposits all funds collected.
- Maintains a bank account at Island Savings in Mill Bay.
- Reimburses the directors for expense in a timely manner.
- Maintains an accurate and up-to-date accounting of the club's financial position.
- In partnership with President and with executive team input, prepares annual operating budget.
- Prepares Director's report for regular executive meetings and written report for Annual General Meeting.

Communications Director

- Ensures that an efficient means of internal club communication and organization is maintained. This would include understanding how "MailChimp" works and instructing others in its use.
- Ensures that as many members as possible have access to the Club's website.
- Assists other directors in communicating effectively with the membership.
- Posts messages on the Club's website as required.
- Ensures the Club's website manager maintains and updates the website as needed.
- Develops strategies to keep the website looking fresh and interesting to members and the public.
- Prepares Director's report for regular executive meetings and written report for Annual General Meeting.

Maintenance and Repairs Director

- Keeps the courts in good playing condition and the general court environment in good condition.
- Organizes clean up days as required, maintains the court perimeter by keeping the grass strip cut short and controlling the weeds, manages garbage removal and recyclables, beginning and end of season set up including removal and storage of screens and court furniture.
- Ensures that the locks are in good working order and cleaning materials are available at the court, e.g. brooms.
- Provides or arranges for all necessary repairs.
- Prepares Director's report for regular executive meetings and written report for Annual General Meeting.

Activities Director

- Organizes (and supervises volunteer helpers) of all play in club leagues and activities.
- Organizes special events and tournaments throughout the season and provides balls and other supplies as needed for these events.
- Prepares Director's report for regular executive meetings and written report for Annual General Meeting.

Membership Director

- This person's name and phone number will be displayed at the courts and website.
- Process, and provide information to, new members about membership.
- Maintain a supply of court keys and allocate keys, and collect old keys.
- Collect and remit membership fees and key deposits to the treasurer.
- Maintain an up-to-date membership list with phone numbers and e-mail information.
- Prepares Director's report for regular executive meetings and written report for Annual General Meeting.

Director at Large (Currently - Public Relations Director)

To communicate the purposes and philosophy of the Mill Bay Community League Tennis Society to the community-at-large and, specifically, to potential members, existing members, volunteers, and donors, by making effective use of a variety of approaches.

Responsibilities include:

- Lead recruitment and retention initiatives.
- Promote the Mill Bay Community League Tennis Society to the community-at-large.
- Work with other team members on various projects as needed.
- Help promote public awareness campaigns such as tennis lessons, fundraisers, etc.
- Prepare draft communication documents with input from executive members as required.
- Prepares Director's report for regular executive meetings and written report for Annual General Meeting.