

# ***Mount Pleasant Tennis Club Board of Directors***

The following are general job descriptions to give you a clearer idea of what is involved.

## **President:**

- Preside at all meetings of the Club and Board of Directors when present.
- Preserve order and make sure issues are dealt with.
- Appoint all committees not otherwise provided for.
- Ensure all Board/committee members are performing their respective duties.
- President is an ex-officio member of all committees of the Club.
- President has voting rights on the Board and all committees.

## **Vice-President:**

- Perform the duties of president during president's absence or inability to perform a duty.
- Publish the newsletter and send email updates to members.
- Work with the president on various issues that may arise.

## **Treasurer:**

- Receive and deposit all Club monies.
- Keep a correct record of all monies received and disbursed.
- Arrange for insurance.
- Prepare annual financial statements which must be audited annually and presented at the AGM.
- All cheques drawn on the MPTC account must be signed by the treasurer and either the president or vice-president.

## **Secretary:**

- Take minutes at all meetings of the Board of Directors and at the Annual General Meeting.
- Have charge of the Seal, minute books, correspondence and other records of the Club.
- Be responsible for the certification of documents when necessary.
- Perform other secretarial duties as assigned by the Board of Directors.

## **Membership Director:**

- Collect all membership forms and keep a data base of all current members.
  - Check for correct amounts of payment, etc.
  - Correct and update the data base throughout the year.

## **Social Director and**

**Assistant Social Director:** (helps the social director with all of the following):

- Arrange and direct all social functions at the Club, including buying and preparing the food and drink as well as cleaning up and storing food, etc. appropriately.
- Keep a budget and financial statement for each event.
- Annual events include the French Open Wine and Cheese, Wimbledon Strawberry Tea, US Open Beer and Dogs, and the regularly recurring social doubles program. All events are held at the discretion of the social directors.
- The social directors also run the barbecue during the Club tournaments.

## **Facilities Director:**

- Make sure all facilities are maintained and upgraded as necessary.
- Oversee any projects such as staining decks, painting, resurfacing, etc.
- Oversee the work of the custodians in caring for the Club facility and in addressing small maintenance issues.
- Have prior approval from the Board for any projects over \$200 except in the case of an emergency.

## **Tournament Director:**

**Assistant Tournament Director:** (under the direction of the Tournament Director helps with all of the following)

- Run tournaments during the summer season such as The Canada Day Classic (Tennis Alberta tournament) and the Club tournament. (Over time this has taken various forms. It has been the C tournament, Seniors' (35+,) and the current Play Tennis/Open Tournament)
- Tournament directors may add other tournaments at their discretion with prior agreement of the Board.
- After each tournament a financial statement of the tournament should be presented to the Board.