



Title President Roles and Responsibilities	Effective Date June 12, 2021	Page 1 of 3
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POLICY STATEMENT

The President is responsible for effectively leading, managing and conducting the affairs of the Association in accordance with the Association's mission, by-laws, policies and procedures, and in keeping with the Board of Directors' strategic priorities.

RELATIONSHIPS

1. The President shall report to the Chair of the Board on an ongoing basis and to the Executive Committee, the Board and the Members at their respective meetings.
2. Works collaboratively with the Chair of the Board.
3. Supervises all Association full-time staff, part-time staff, contract staff and interns.
4. Is the Association's spokesperson and represents the interests of the Association in conjunction with the Chair of the Board.
5. Establishes and develops good working relationships with provincial government officials, funders, community partners, sponsors and sector stakeholders.
6. Works collaboratively with Tennis Canada staff and his / her provincial counterparts.

RESPONSIBILITY

1. Manages the affairs of the Association including development of the annual business / operating plan, budget, annual audit, as well as the preparation and submission of grant applications and reports.
2. Manages organizational risk in conjunction with the Executive Committee and Board of Directors in accordance with the Risk Management Policy.
3. Supports the Board in strategic planning, advocacy and fundraising.
4. Presents Operations Report at every board meeting.
5. Hires and manages staff and conducts annual performance review of all staff.
6. Attends all Board and Executive Committee meetings.
7. Assists the Chair of the Board in setting the Board meeting agenda.
8. Oversees the delivery of all Board programs and events.
9. Represents the Association externally with Tennis Canada staff, his / her provincial counterparts, government, sponsors and community stakeholders.
10. Ensures the Association complies with all Provincial and Federal rules and regulations and reports to the Board of Directors of any compliance issues.



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11. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
12. Provides the Board with all information requested and required to perform its duties effectively.
13. Performs other duties as directed by the Board of Directors.
14. Assists the Board with succession planning.

EXPERIENCE PREFERRED

1. Strong business or marketing background an asset.
2. Minimum five years sports management experience.
3. Thorough understanding of fundraising in the Not-for-Profit sector.
4. Experience developing and implementing tennis initiatives and activities designed to promote the sport.
5. Strong leadership and organizational skills.
6. Ability to motivate and work well with directors, sponsors, government officials and community stakeholders and volunteers.
7. Strong personal commitment to the Association’s mandate.
8. Strategic and operational planning skills with the ability to deploy resources effectively.
9. Strong financial and budget management ability.
10. Superior communication skills (verbal and written) including effective presentation ability.
11. Results oriented, with a proven track record of delivering on goals, and achieving financial targets.
12. Background in community tennis as a player or organizer.

REFERENCE POLICIES

- HR1 – Abuse & Harassment
- HR2 – Board of Directors’ Responsibilities for Code of Conduct, Conflict of Interest and Confidentiality
- GP5 – Risk Management

PROCEDURE DEVELOPMENT



**ONTARIO TENNIS
ASSOCIATION**

**HUMAN RESOURCES
POLICIES & PROCEDURES**

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N/A

APPROVALS

on behalf of the Executive Committee		
		Date:
Chair of the Board		
		Date:
on behalf of the Board of Directors		
		Date: