



# ONTARIO TENNIS ASSOCIATION

# HUMAN RESOURCES POLICIES & PROCEDURES

<b>Title</b> <b>Director at Large Roles and Responsibilities</b>	<b>Effective Date</b> <b>May 14, 2011</b>	<b>Page</b> <b>1 of 1</b>
<b>Policy Number</b> <b>HR 11</b>	<b>Supersedes</b>	

## POLICY STATEMENT

1. Each Director at Large is appointed by the elected Directors of the Association.
2. Each Director at Large is a volunteer who is prepared to exercise leadership in promoting the sport of tennis by bringing specific expertise to the Board and by leading or participating in committees established by the Board to address specific issues.
3. This role is important from a succession perspective and should be viewed as a potential recruitment opportunity for future executive positions.

## RELATIONSHIPS

1. Reports to Board of Directors.
2. Works closely with the Executive Director and related staff as necessary.
3. Has a lateral relationship with all other Board members.

## RESPONSIBILITY

1. Participates as necessary in Board committees.
2. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
3. Participates as necessary in the delivery of special initiatives, fund raising events, etc.
4. Reports regularly on any projects undertaken.

## EXPERIENCE PREFERRED

1. Background in community tennis as a player and/or organizer.

## REFERENCE POLICIES

HR1 – Abuse & Harassment

HR2 – Board of Directors' Responsibilities for Code of Conduct, Conflict of Interest and Confidentiality

## PROCEDURE DEVELOPMENT

N/A

## APPROVALS



**ONTARIO TENNIS  
ASSOCIATION**

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