



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

| | | |
|--|---|------------------------------|
| Title Executive Director Roles and Responsibilities | Effective Date June 18, 2011 | Page 1 of 3 |
| Policy Number HR 12 | Supersedes | |

POLICY STATEMENT

The Executive Director (ED) 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. Reports to the Board of Directors.
2. Works collaboratively with the President.
3. Supervises all Association fulltime 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 President.
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 semi-annual and annual performance review of all staff.
6. Attends all Board and Executive Committee meetings.
7. Assists the President 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. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
11. Provides the Board with all information requested and required to perform its duties effectively.
12. Performs other duties as directed by the Board of Directors.
13. Assists the Board with succession planning.



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

| | | |
|--|-----------------------|---------------|
| Title | Effective Date | Page |
| Executive Director Roles and Responsibilities | June 18, 2011 | 2 of 3 |
| Policy Number | Supersedes | |
| HR 12 | | |

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

N/A



**ONTARIO TENNIS
ASSOCIATION**

**HUMAN RESOURCES
POLICIES & PROCEDURES**

| | | |
|--|---|------------------------------|
| Title Executive Director Roles and Responsibilities | Effective Date June 18, 2011 | Page 3 of 3 |
| Policy Number HR 12 | Supersedes | |

APPROVALS

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