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POLICY STATEMENT

This policy applies to the directors, including officers who are directors, as well as the Executive Director (ED). Specific roles and responsibilities of each director are contained in separate policy documents (refer to Reference Policies).

1. The role of the Board of Directors is:
 - i. To establish the guiding principles of the Association
 - ii. To delegate responsibility and authority to those who are responsible for enacting the principles and policies
 - iii. To monitor compliance with those guiding principles and policies
 - iv. To ensure that staff and board alike are held accountable for their performance

2. The Board of Directors is responsible for:
 - a. Safeguarding and enhancing the interests of the Association and its members including:
 - i. Recruiting and selecting the ED
 - ii. Monitoring the performance of the ED
 - iii. Replacing the ED where warranted
 - iv. Setting policies for the continuous effective and transparent functioning of the Board
 - v. Planning for succession of directors and key executive positions
 - vi. Monitoring the financial performance of the Association, including periodic assessment of internal controls
 - vii. Setting and adhering to ethical standards for the Association
 - viii. Reporting periodically to the members regarding its activities and the condition of the Association

 - b. Advising and assisting the ED in the direction of the Association including:
 - i. Development and approval of the Association's mission
 - ii. Development and approval of the Association's long-term goals and objectives



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- iii. Development and approval of the Association’s long-term strategies for achieving goals and objectives
- iv. Performance of periodic risk assessment related to the direction of the Association
- v. Approval of the Association’s business plans including fund development/financing, new direction, partnership development, advocacy and administrative plans

GENERAL RESPONSIBILITY

1. Each Director is a volunteer who is prepared to exercise leadership in promoting the sport of tennis through the delivery of programs which meet the identified needs of members of the Association.
2. Each Director is accountable through the Board to the members of the Association for ensuring that it is effectively governed in accordance with the Strategic Plan.
3. Each Director will exercise their office in a manner that fulfils their fiduciary and other duties.
4. The President and each Vice-President serve on the Board of Directors and form the Executive Committee.
5. Each Director is expected to attend Board meetings and, in addition, each Officer is expected to attend Executive Committee meetings.
6. The President (2 year term) and each Vice President (one year term) is an official elected by the membership at the Annual General Meeting.
7. Officers of the Association shall provide leadership to Standing Committees to support the development of sound business policies and procedures for the Association and seek to ensure that resources are allocated to operations in a manner consistent with the Strategic Plan in consultation with the Executive Director.
8. The Board of Directors shall maintain an “arms length” relationship with Association staff and as such shall not be directly involved in the daily operations of the Association



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(except as described for Officers), although a Director may be called upon by the ED to consult and advise on the planning and execution of programs and initiatives run by staff.

DEFINITIONS

1. **“Director”** refers to an individual elected or nominated to sit on the Board of Directors of the Association, also sometimes referred to as a member of the Board.
2. **“Officer”** refers to the President, the Vice President of Membership and Regional Development, the Vice President of Player Development, the Vice President of Marketing and Communications, the Vice President of Finance and Administration and such other officers as the Board of Directors may from time to time determine.
3. **“Standing Committee”** also sometimes referred to as a permanent committee. Each standing committee shall be chaired by a Vice-President who is charged with the general supervision of the business and affairs of that committee, is accountable to the Board of Directors for achieving the Strategic Plan goal, objective and targets associated with that committee, and prepares reports for submission to the Board on the Association's activities on a regular basis

REFERENCE POLICIES

- HR1 – Abuse & Harassment
- HR2 – Board of Directors’ Responsibilities for Code of Conduct, Conflict of Interest and Confidentiality
- HR4 – President Roles and Responsibilities
- HR5 – Past President Roles and Responsibilities
- HR6 – VP Finance and Administration Roles and Responsibilities
- HR7 – VP Membership and Regional Development Roles and Responsibilities
- HR8 – VP Player Development Roles and Responsibilities
- HR9 – VP Marketing and Communications Roles and Responsibilities
- HR10 – Regional Chairperson Roles and Responsibilities
- HR11 – Director at Large Roles and Responsibilities
- HR12 – Executive Director Roles and Responsibilities
- HR14 – Privacy Officer Roles and Responsibilities
- HR15 – Harassment Officer Roles and Responsibilities



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Regional Council Terms of Reference
 Player Development Terms of Reference
 Executive Committee Terms of Reference

PROCEDURE DEVELOPMENT

1. Directors’ First Duties

- a. Immediately following the election or nomination of new and returning directors, orientation and reference material will be provided to the new directors.

This material should include:

- i. Names and contact information for other directors and for the President
- ii. Name and contact information for any staff Board support
- iii. The confidentiality and business conduct policies of the Association
- iv. Strategic, fund-raising, and other business plans
- v. Financial statements and budgets for the coming year(s)
- vi. All Board policies
- vii. The name of the external auditor.
- viii. Other information deemed appropriate by the Chair

- b. Before a Board member can assume his or her duties, he or she must sign the Board of Directors’ responsibilities for code of conduct, conflict of interest and confidentiality agreement (see Policy HR2).

2. Board Meetings

- a. Meetings of the Board of Directors shall be held at least six times in each financial year and at such times as the President or a Vice-President or any three Directors may determine, and the Executive Director shall call meetings when directed or authorized by the President or by a Vice-President or by any three Directors.
- b. Notice of every meeting so called shall be given to each Director not less than fourteen days before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all Directors are present or if those



**ONTARIO TENNIS
ASSOCIATION**

**HUMAN RESOURCES
POLICIES & PROCEDURES**

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absent have waived notice of or otherwise signified their consent to the holding of such meeting.

- c. Notice may be given by mail, email, fax or hardcopy.
- d. "Robert's Rules of Order" shall be used as a general set of rules to conduct the board meetings, allowing everyone to be heard and to make decisions without confusion.

APPROVALS

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