



## ONTARIO TENNIS ASSOCIATION

## HUMAN RESOURCES POLICIES & PROCEDURES

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### POLICY STATEMENT

The President exercises leadership in promoting the sport of tennis in the province of Ontario by ensuring the delivery of programs that meet the identified needs of OTA member clubs.

### RELATIONSHIPS

1. Reports to the Board of Directors.
2. Supervises and works collaboratively with the Executive Director.
3. Ensures that Board members adhere to Code of Conduct, Conflict of Interest and Confidentiality agreements.
4. Is accountable to the Board of Directors and to the membership of the Association.
5. Is the Association's spokesperson and represents the interests of the Association in conjunction with the Executive Director.

### RESPONSIBILITY

1. Calls and chairs regular meetings of the Board.
2. Sets the board meeting agenda in consultation with the Executive Director.
3. Ensures that minutes are taken during board meetings, approved, signed, distributed to Board members and filed.
4. Casts a deciding vote in cases where board decisions are tied.
5. Negotiates Executive Director's contract in consultation with the Executive Committee and seeks board approval.
6. Sets Executive Director's goals for the coming year in conjunction with the Board, conducts an annual performance review of the Executive Director based on those goals and reports to the Board.
7. Reports to member clubs via an annual report presented at the Association's Annual General Meeting.
8. Oversees the delivery of Board programs and supervises the business and affairs of the Association.
9. Represents the Association externally with Tennis Canada, the Council of Provinces, government and other associations.
10. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
11. Supervises, and participates as necessary in the delivery of special initiatives, fund raising events, etc.



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12. Serves as an ex-officio member of all committees with the exception of the Nominating Committee.
13. Attends all meetings of the Executive Committee.
14. Works with the ED to resolve complaints against Association members with respect to infractions of the by-laws and rules and regulations of the Association.

**EXPERIENCE PREFERRED**

1. Strong leadership and organizational skills.
2. A good command of board processes and governance issues.
3. Facilitation skills to ensure that full consideration is given to every issue by every director.
4. A good grasp of all aspects of the Association's business.
5. An excellent communicator in both oral and written form.
6. Capable of forging and maintaining a collaborative working relationship with the Executive Director.
7. Supervisory experience.
8. Having served as an Association Vice President would be an asset.

**REFERENCE POLICIES**

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



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**PROCEDURE DEVELOPMENT**

N/A

**APPROVALS**

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