



**ONTARIO TENNIS
ASSOCIATION**

**HUMAN RESOURCES
POLICIES & PROCEDURES**

Title Past Chair Roles and Responsibilities	Effective Date June 12, 2021	Page 1 of 2
Policy Number HR 5	Updates and Replaces September 22, 2018	
	Next Review Date June 2024	

POLICY STATEMENT

1. The role of the Past Chair is to provide continuity and experience to the Board.
2. The Past Chair is a full voting position on the Board and a member of the Executive Committee.
3. It is held by the most recent Past Chair of the Association, but may be held by any previous Past Chair, if the most recent Past Chair is unable or unwilling to fulfill the role.

RELATIONSHIPS

1. Reports to Board of Directors.
2. Works closely with the Chair of the Board.

RESPONSIBILITY

1. Calls and chairs meetings of the Nominating Committee.
2. Prepares a slate of candidates for elected positions for the Annual General Meeting.
3. Is a member of the Executive Committee (EC).
4. Participates, as necessary, in the delivery of the Board's programs.
5. Chairs the Distinguished Service Award (DSA) Selection Committee and manages the DSA program in partnership with the President.
6. Participates in policy development.
7. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
8. Participates as necessary in the delivery of special initiatives, fund raising events, etc.

EXPERIENCE PREFERRED

1. Must have served as Chair of the Association in the past.

REFERENCE POLICIES

HR1 – Abuse & Harassment



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

PROCEDURE DEVELOPMENT

N/A

APPROVALS

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