



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

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POLICY STATEMENT

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

RELATIONSHIPS

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

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 DSA Selection Committee and manages the DSA (Distinguished Service Award) program in partnership with the Executive Director.
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 President of the Association in the past.

REFERENCE POLICIES

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

PROCEDURE DEVELOPMENT



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N/A

APPROVALS

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