



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

Title Vice Chair Membership & Regional Development Roles and Responsibilities	Effective Date June 12, 2021	Page 1 of 3
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POLICY STATEMENT

1. The Vice Chair, Membership and Regional Development, reports to the Board on the status of key Membership & Regional Development programs.
2. Chairs the **Regional Council**. This standing committee is responsible for reviewing the structure of programs and services designed to broaden participation in organized tennis throughout Ontario and strengthen club and regional structures.

RELATIONSHIPS

1. Reports to Board of Directors.
2. Works closely with the President and related staff as necessary.
3. Has a lateral relationship with all other Board members.

RESPONSIBILITY

1. Calls and chairs meetings of the **Regional Council** and sets the agenda.
2. Ensures that minutes are taken during the Regional Council meetings and are distributed to the Regional Council, President and Chair of the Board.
3. Is a member of the Executive Committee (EC).
4. Reports to the Board on the status of key Membership & Regional Development programs and initiatives.
5. Supervises and participates as necessary in the delivery of special initiatives and programs as delegated from time to time by the Chair of the Board, Board of Directors, EC or Regional Council (e.g.: club recruitment, parks & recreation, club insurance, inter-region program sharing, etc.).
6. Meets with membership formally and informally, particularly through attendance at regional general meetings, to promote the image of the Association and to elicit member input.
7. Ensures that Regions remain “active” and implements plans to ensure that any region that falls “inactive” returns to “active” status as soon as can reasonably be achieved.
8. Ensures that Regions have a sustainable structure and a viable succession plan.
9. Ensures that Regional Committees are following the Conflict of Interest policy (HR2) when recruiting new committee members and conducting their business in the region.



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- 10. Ensures that Regional Committees are following the Abuse and Harassment Policy (HR1) when recruiting new committee members and conducting their business in the region.
- 11. Reviews with each Regional Chair, responsibility compliance as set forth in HR10 – Regional Chairperson Roles & Responsibilities.
- 12. Educates and shares best practices with regional committees/clubs on the benefits and value of incorporation or other strategies to optimize the availability of grants and other funding sources.

EXPERIENCE PREFERRED

- 1. A background as an OTA Regional Chair, Regional Committee member or President of a community tennis club.

REFERENCE POLICIES

- HR1 – Abuse & Harassment
- HR2 – Board of Directors’ Responsibilities for Code of Conduct, Conflict of Interest and Confidentiality
- HR10 – Regional Chairperson Roles & Responsibilities.



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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: