



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

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POLICY STATEMENT

1. The Vice President, 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 Executive Director 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, ED and President.
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 President, 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.



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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

PROCEDURE DEVELOPMENT

N/A

APPROVALS

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