



## ONTARIO TENNIS ASSOCIATION

## HUMAN RESOURCES POLICIES & PROCEDURES

<b>Title</b> <b>VP Marketing &amp; Communications Roles and Responsibilities</b>	<b>Effective Date</b> <b>September 22, 2018</b>	<b>Page</b> <b>1 of 2</b>
<b>Policy Number</b> <b>HR 9</b>	<b>Updates and Replaces</b> <b>May 14, 2011</b>	
	<b>Next Review Date</b> <b>September 2021</b>	

### POLICY STATEMENT

1. The Vice President, Marketing and Communications reports to the Board on the status of key Marketing and Communications programs and initiatives.

### 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. Is a member of the Executive Committee (EC).
2. Attends and provides input to the Ontario Tennis (OT) Magazine Editorial Board meetings.
3. 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, or EC.
4. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.

### EXPERIENCE PREFERRED

1. A background in marketing and social media is an asset.

### REFERENCE POLICIES

HR1 – Abuse & Harassment

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

### PROCEDURE DEVELOPMENT

N/A



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**APPROVALS**

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