



**BOARD OF DIRECTORS  
Duties & Responsibilities  
September 2011**

**1.0 TITLE: DIRECTOR (TENNIS)**

**2.0 SUMMARY**

As a Member of the Board of BYC, the incumbent is the Director (Tennis) (Dir (Tennis)). The Dir (Tennis) is responsible for working with the Commodore and Club General Manager to promote tennis at BYC through programming and event planning.. The Dir (Tennis) Duties and Responsibilities are subject to the BYC Bylaws, Regulations, Policies and Procedures, priorities and directions as determined by the Board.

**3.0 BOARD DUTIES AND RESPONSIBILITIES**

**3.1 Governance**

As a Director, the incumbent is responsible to:

- (a) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- (b) act honestly and in good faith with a view to the best interests of BYC (*By-law 9.6*);
- (c) discharge a fiduciary responsibility (*By-law 9.6*);
- (d) ensure the confidentiality of BOD and Member information;
- (e) participate in monthly and special Board meetings, prepare for meetings by reading materials, and submitting motions and supporting materials in accordance with current Board Policy and Procedures;
- (f) remain current with BYC By-law, Regulations, Policies and Procedures;
- (g) contribute to the formulation of BYC's By-law, Regulations, Policies and Procedures, plans, and programs;
- (h) keep the BOD advised on the implementation of BYC priorities;
- (i) facilitate Board decision-making through the provision of timely and accurate research, statistics, reports and expert advice;
- (j) ensure that Board decisions are made and implemented in a timely fashion;
- (j) adhere to Board decisions once taken;
- (k) undertake special projects as agreed upon with the Board;
- (l) work with the Board on the development of strategic direction, short and long-range plans and measurable goals;
- (m) ensure that strategic and operational planning processes gives due consideration to financial risks, financial sustainability, governance, resource allocation and performance monitoring;
- (n) ensure that BYC programs, activities and projects are in compliance with laws, BYC By-law,

Regulations, Policies and Procedures;

(o) ensure the establishment, maintenance, monitoring and review of the BYC system of internal control to mitigate risks;

(p) assure the effectiveness and efficiency of programs, operations and resource management, including safeguarding of assets;

(q) ensure that employees are hired, and goods and services are acquired, in a manner that enhances access, competition and fairness and results in the best value or, if appropriate, the optimal balance of benefits to BYC and its members; and

(r) promote the integration of services and co-operation between the various Board portfolios.

### **3.2 Financial Management**

As a Director, the incumbent is responsible to:

(a) provide input on the development of the annual BYC budget and other financial documents; and

(b) comply with laws, BYC By-laws, Regulations, Policies and Procedures, and delegated authorities.

### **3.3 Human Resources Management**

As a Director, the incumbent is responsible to:

(a) provide overall leadership and management to BYC; and

(b) contribute to the development of Board Policies and Procedures.

### **3.4 Community Liaison**

As a Director, the incumbent is responsible to:

(a) contribute to the public relations strategy to keep the broader community informed about the programs and services offered by BYC; and

(b) aid in member recruitment.

## **4.0 PORTFOLIO DUTIES AND RESPONSIBILITIES**

### **4.1 Operations**

As the Dir (Tennis), the incumbent is responsible to:

(a) adhere to an acceptable standard of care in promoting tennis at BYC and event planning with the due diligence that a reasonably prudent person would exercise in comparable circumstances;

(b) maintain, in conjunction with the General Manager the four active BYC Tennis Courts, the shed just outside of Court # 5, and the Court lighting;

(c) ensure that the courts have been adequately cleaned (by high-pressure water or other adequate cleaning) prior to opening the courts in the Spring;

(d) initiate during the winter months of inactive tennis, through the Club Manager, the procurement of all supplies forecasted to be needed during the next season (i.e. nets, squeegees, drags, Sweeper, ball machine [and balls], wind screens, etc.);

(e) perform other duties and responsibilities prescribed from time to time by the board or incident to the office of the Dir (Tennis).

## 4.2 Financial Management

As the Dir (Tennis), the incumbent is responsible to:

- (a) provide leadership by demonstrating responsibility, transparency, accountability, and ethical conduct in resource management;
- (b) provide input on the development of the annual Tennis Budget;
- (c) implement the Tennis Budget in coordination with the Honorary Treasurer and the Club General Manager;
- (d) work closely with the BYC General Manager to manage Tennis Minor Projects;
- (e) liaise with and provide support to the Director (Projects) and BYC General Manager on all Tennis Major Projects;
- (f) assist in the negotiation of contracts;
- (g) assist in the negotiation of contract for a tennis professional to support Tuesday night instruction, Sunday Morning Round-Robins, and court availability for ad-hoc instruction to be arranged by individual members;
- (h) ensure, in conjunction with the General Manager, that all contract responsibilities and obligations are fulfilled;
- (i) implement an effective evaluation program;
- (j) comply with, in conjunction with the General Manager, delegated and assigned financial authorities, responsibilities, and accountabilities;
- (k) manage financial resources to comply with law, the BYC By-law, Regulations, and Policy and Procedures;
- (l) implement, in conjunction with the General Manager, internal controls to mitigate risk in the effectiveness and efficiency of programs, operations and resource management, including the safeguarding of assets; and
- (m) seek the advice and support of the Honorary Treasurer and the General Manager on:
  - (1) the development and maintenance of an effective financial management, risk and control framework over the portfolio, and on the integration of financial and related non-financial information, and
  - (2) financial management, control, and financial reporting.

## 4.3 Human Resources Management

As the Dir (Tennis), the incumbent is responsible to provide input to the annual personnel evaluation of the General Manager, and House and Grounds staff as requested by the Commodore.

## 4.4 Member Liaison

As the Dir (Tennis), the incumbent is responsible to:

- (a) identify, assess and review BYC member needs and resources;
- (b) develop and maintain effective relationships with BYC members and in particular the Tennis members;
- (c) act as a spokesperson for the Tennis members as needed;
- (d) interpret BYC By-law, Regulations, Policy and Procedures to Club staff and members;

- (e) prepare and submit Tennis information articles for publication in the Full & By; and
- (f) contribute to the development and implementation of a communications/public relations strategy for this portfolio.

#### **4.5 Program / Service Development**

As the Dir (Tennis), the incumbent is responsible to:

- (a) oversee the development of programs and services in this portfolio as required;
- (b) provide support, and advice to BYC General Manager; and
- (c) ensure implementation and evaluation of programs and services in the portfolio.

#### **4.6 Committees**

As the Dir (Tennis), the incumbent is responsible to:

- (a) establish and chair Tennis Committee;
- (b) provide support, policy direction and advice to the Committee;
- (c) report to the Board on the work of the Tennis Committee; and
- (d) convene a meeting of BYC Tennis Members each year in September to provide:
  - (1) a status report of BYC Tennis activity during the season about to be completed,
  - (2) the status of court maintenance and repair; planned projects for the coming year, and
  - (3) the nomination of a Tennis Director for the coming year. When nominated, the Director will inform the Chair of the Nominating Committee.

*(Approved: BOD 21 Sep 11: Item 4.5)*