

## **ICTA Executive Member Role Definition**

**Title:** President

**Description:** The President is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The President's responsibility is the overall strategic and day to day management of the ICTA.

### **Obligations:**

- Share ideas for growing the ICTA and making the organization successful.
- Executive members
  - Review annually the description of roles for each Executive position and present any necessary updates to the Executive for approval.
  - Recruit individuals for any vacant Executive position.
  - Review annually compensation for the Executive and make a recommendation on changes to compensation.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting.
  - Chair or designate someone to chair each meeting.
  - Report on issues, changes to the constitution/bylaws, introduce new executive members, etc.
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting.
  - Chair or designate someone to chair each meeting.
  - At the first annual meeting--present updates to roles, make a recommendation for changes to annual compensation and changes to Club/team annual fees.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.
- ICTA Annual Tournament
  - Participate as a member of the Tournament Committee and attend and participate in the ICTA Annual Tournament.
- ICTA Constitution and Bylaws

- Become knowledgeable of the ICTA Constitution and ByLaws.

**Optional Obligations:**

- Assist other ICTA Executives, as requested.

**Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses, which are pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Past President

**Description:** The Past President is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Past President's main responsibility is to assist the current President by providing continuity and guidance on ongoing or outstanding issues or projects.

### **Obligations:**

- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.
- ICTA Annual Tournament
  - Participate as a volunteer or other role, as requested by the Tournament Director or the President, in the ICTA Annual Tournament.
- ICTA Constitution and Bylaws
  - Become knowledgeable of the ICTA Constitution and ByLaws.

### **Optional Obligations:**

- Assist the President or any other ICTA Executive, as requested.
- Share ideas for growing the ICTA and making the organization successful.

### **Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses, which are pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Vice President

**Description:** The Vice President is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Vice President's main responsibilities are 1) communications with the Club Representatives in reference to general issues and outstanding fees and 2) recruitment of new Clubs and teams.

### **Obligations:**

- Assume the role as President in the event that the President can not complete his or her term of office.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting.
  - Chair meeting if President is unable to attend or requested by the President.
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting.
  - Chair meeting if President is unable to attend or requested by the President.
- Serve as Chair for any committee as mutually agreed and approved by the Executive.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.
- ICTA Annual Tournament
  - Participate as a volunteer or other role, as requested by the Tournament Director or the President, in the ICTA Annual Tournament.
- ICTA Constitution and Bylaws
  - Become knowledgeable of the ICTA Constitution and ByLaws
- General Sponsorship
  - Coordinate general sponsorship opportunities for the ICTA.

**Optional Obligations:**

- Assist the President or any other ICTA Executive, as requested.
- Share ideas for growing the ICTA and making the organization successful.
- Attend League Captains' meetings if requested by League Director or the President.

**Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses, which are pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Treasurer

**Description:** The Treasurer is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Treasurer is responsible for maintaining the financial accounting of all the Association's activities including preparing the annual Financial Statements.

### **Obligations:**

- Maintain the financial accounting of the Association's banking and savings accounts.
- Provide timely payments to all accounts payable, including reimbursements for the ICTA Executives, as approved by the President and/or Executive, and compensation for the ICTA Executives and Division Chairs.
- Provide invoices, as required, and reminders as needed for all accounts receivables.
- Meet as requested by the Chair of the Finance Review Committee, but at least annually, with the Finance Review Committee for a review of the financial accounting for the Association including all bookkeeping ledgers, cheque books, bank statements, and receipts.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting.
  - Report on the finances of the association at the Fall Annual General Meeting.
  - Present the Financial Statements for the prior year at the Spring Annual General Meeting.
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting.
  - Report on the finances of the association at each meeting.
  - At the first meeting of the year, present the financial statements for the prior year.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

- ICTA Annual Tournament
  - Participate as a volunteer or other role, as requested by the Tournament Director or the President, in the ICTA Annual Tournament.
- ICTA Constitution and Bylaws
  - Become knowledgeable of the ICTA Constitution and ByLaws.

**Optional Obligations:**

- Share ideas for growing the ICTA and making the organization successful.

**Compensation:**

- Annual honorarium as approved by the membership.
- Reimbursement of expenses, which are pre-approved by President and Executive.

## **ICTA Executive Member Role Definition**

**Title:** CIO

**Description:** The CIO is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The main task for the CIO is the overall functionality and user interface for the ICTA web site and the links to the league pages hosted by Tenniscores. Additionally, the CIO is responsible for the IT logistics for the Spring and Fall Annual General Meetings and for the ICTA Executive meetings.

### **Obligations:**

- Tenniscores
  - Interface with Tenniscores for requested changes by League Directors, Tournament Director, or President.
  - Investigate with Tenniscores additional functionality to enhance the ICTA membership experience with the ICTA web site.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting.
  - Assist in logistics – template for presentations, laptop, LCD projector, internet connectivity.
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting.
  - Assist in logistics – laptop, LCD projector, internet connectivity.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.
- ICTA Annual Tournament
  - Participate as a volunteer or other role, as requested by the Tournament Director or the President, in the ICTA Annual Tournament.
  - Interact with the website administrator and Tournament Director and/or the Executive to implement website changes related to the Tournament.
- ICTA Constitution and Bylaws

- Become knowledgeable of the ICTA Constitution and By-Laws.

**Optional Obligations:**

- Share ideas for growing the ICTA and making the organization successful.

**Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses, which are pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Juniors League Director

**Description:** The Juniors League Director is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Juniors League Director is responsible for the overall management of the Juniors League including the assignment and scheduling of teams, communication with the league and facilitating the weekly operation of the League by working with the Division Chairs.

### **Obligations:**

- League Management
  - Recruit and train Division Chairs for each division in the league.
  - Manage the Division Chairs to ensure that all teams are entering complete scorecards for each weekly match.
  - Assign teams to divisions based on geography and level of play.
  - Determine relegation and promotion of teams based on previous year's performance.
  - Have a working knowledge of Tenniscodes in order to administer the league: create schedules, add players, approve rosters, post rules and notices etc.
  - Knowledgeable regarding the Rules of Tennis, The Code and the ICTA ByLaws and Juniors League Rules.
  - Act as a consultant and final arbitrator at the request of any Division Chair with regard to problems that arise in a Division during the season.
  - Provide feedback on any issues related to Tenniscodes or the ICTA website to the ICTA CIO.
  - Schedule and chair an annual post-season Captain's meeting, with the Division Chairs, to discuss any problems, opportunities to improve the league and proposed rule amendments, etc.
  - Prepare the Director's Report and any Motions for Rule Amendments to be presented and ratified at the FALL AGM.

- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting
  - Present League Director Report and any Motions for Rule Amendments
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting
  - Prepare a budget for expenditures related to the Juniors League and submit at the first meeting of the year
- ICTA Annual Tournament
  - Work with the ICTA Tournament Director to determine which teams from your league will participate in the Annual Tournament
  - Serve as liaison, which may require face to face meetings with the Tournament Committee, between the Tournament Director and the teams which will be participating in the Annual Tournament on such issues as scheduling, scoring, logistics, etc.
  - Attend or designate someone from your League to serve as coordinator of the volunteers and matches.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

### **Optional Obligations:**

- Provide input into other leagues, share ideas for growing the ICTA and making the organization successful.

### **Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses based on budget, which is pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Ladies League Director

**Description:** The Ladies League Director is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Ladies League Director is responsible for the overall management of the Ladies League including the assignment and scheduling of teams, communication with the league and facilitating the weekly operation of the League by working with the Division Chairs.

### **Obligations:**

- League Management
  - Recruit and train Division Chairs for each division in the league.
  - Manage the Division Chairs to ensure that all teams are entering complete scorecards for each weekly match.
  - Assign teams to divisions based on geography and level of play.
  - Determine relegation and promotion of teams based on previous year's performance.
  - Have a working knowledge of Tenniscodes in order to administer the league: create schedules, add players, approve rosters, post rules and notices etc.
  - Knowledgeable regarding the Rules of Tennis, The Code and the ICTA Constitution and ByLaws and Ladies League Rules.
  - Act as a consultant and final arbitrator at the request of any Division Chair with regard to problems that arise in a Division during the season.
  - Provide feedback on any issues related to Tenniscodes or the ICTA website to the ICTA CIO.
  - Schedule and chair an annual post-season Captain's meeting, with the Division Chairs, to discuss any problems, opportunities to improve the league and proposed rule amendments, etc.
  - Prepare the Director's Report and any Motions for Rule Amendments to be presented and ratified at the FALL AGM.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting

- Present League Director Report and any Motions for Rule Amendments
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting
  - Prepare a budget for expenditures related to the Ladies League and submit at the first meeting of the year
- ICTA Annual Tournament
  - Work with the ICTA Tournament Director to determine which teams from your league will participate in the Annual Tournament
  - Serve as liaison, which may require face to face meetings with the Tournament Committee, between the Tournament Director and the teams which will be participating in the Annual Tournament on such issues as scheduling, scoring, logistics, etc.
  - Attend or designate someone from your League to serve as coordinator of the volunteers and matches.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

### **Optional Obligations:**

- Provide input into other leagues, share ideas for growing the ICTA and making the organization successful.

### **Compensation:**

- Annual honorarium as approved by the membership.
- Reimbursement of expenses based on budget, which is pre-approved by President and Executive.

## **ICTA Executive Member Role Definition**

**Title:** Mixed League Director

**Description:** The Mixed League Director is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Mixed League Director is responsible for the overall management of the Mixed League including the assignment and scheduling of teams, communication with the league and facilitating the weekly operation of the League by working with the Division Chairs.

### **Obligations:**

- League Management
  - Recruit and train Division Chairs for each division in the league.
  - Manage the Division Chairs to ensure that all teams are entering complete scorecards for each weekly match.
  - Assign teams to divisions based on geography and level of play.
  - Determine relegation and promotion of teams based on previous year's performance.
  - Have a working knowledge of Tenniscores in order to administer the league: create schedules, add players, approve rosters, post rules and notices etc.
  - Knowledgeable regarding the Rules of Tennis, The Code and the ICTA ByLaws and Mixed League Rules.
  - Act as a consultant and final arbitrator at the request of any Division Chair with regard to problems that arise in a Division during the season.
  - Provide feedback on any issues related to Tenniscores or the ICTA website to the ICTA CIO.
  - Where appropriate schedule and chair an annual post-season Captain's meeting, with the Division Chairs, to discuss any problems, opportunities to improve the league and proposed rule amendments, etc.
  - Prepare the Director's Report and any Motions for Rule Amendments to be presented and ratified at the FALL AGM.

- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting
  - Present League Director Report and any Motions for Rule Amendments
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting
  - Prepare a budget for expenditures related to the Mixed League and submit at the first meeting of the year
- ICTA Annual Tournament
  - Work with the ICTA Tournament Director to determine which teams from your league will participate in the Annual Tournament
  - Serve as liaison, which may require face to face meetings with the Tournament Committee, between the Tournament Director and the teams which will be participating in the Annual Tournament on such issues as scheduling, scoring, logistics, etc.
  - Attend or designate someone from your League to serve as coordinator of the volunteers and matches.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

### **Optional Obligations:**

- Provide input into other leagues, share ideas for growing the ICTA and making the organization successful.

### **Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses based on budget, which is pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Plus55 League Director

**Description:** The Plus55 League Director is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Plus55 League Director is responsible for the overall management of the Plus55 League including the assignment and scheduling of teams, communication with the league and facilitating the weekly operation of the League by working with the Division Chairs.

### **Obligations:**

- League Management
  - Recruit and train Division Chairs for each division in the league.
  - Manage the Division Chairs to ensure that all teams are entering complete scorecards for each weekly match.
  - Assign teams to divisions based on geography and level of play.
  - Determine relegation and promotion of teams based on previous year's performance.
  - Have a working knowledge of Tenniscores in order to administer the league: create schedules, add players, approve rosters, post rules and notices etc.
  - Knowledgeable regarding the Rules of Tennis, The Code and the ICTA ByLaws and Plus55 League Rules.
  - Act as a consultant and final arbitrator at the request of any Division Chair with regard to problems that arise in a Division during the season.
  - Provide feedback on any issues related to Tenniscores or the ICTA website to the ICTA CIO.
  - Schedule and chair an annual post-season Captain's meeting, with the Division Chairs, to discuss any problems, opportunities to improve the league and proposed rule amendments, etc.
  - Prepare the Director's Report and any Motions for Rule Amendments to be presented and ratified at the FALL AGM.

- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting
  - Present League Director Report and any Motions for Rule Amendments
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting
  - Prepare a budget for expenditures related to the Plus55 League and submit at the first meeting of the year
- ICTA Annual Tournament
  - Work with the ICTA Tournament Director to determine which teams from your league will participate in the Annual Tournament
  - Serve as liaison, which may require face to face meetings with the Tournament Committee, between the Tournament Director and the teams which will be participating in the Annual Tournament on such issues as scheduling, scoring, logistics, etc.
  - Attend or designate someone from your League to serve as coordinator of the volunteers and matches.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

### **Optional Obligations:**

- Provide input into other leagues, share ideas for growing the ICTA and making the organization successful.

### **Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses based on budget, which is pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Secretary

**Description:** The Secretary is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The Secretary is responsible for the logistics and communications of the agenda, minutes (which are compiled by the Secretary) and other documents to all Club Representatives for the Spring and Fall Annual General Meetings. Additionally, the Secretary is responsible for the logistics and communications of the agenda, minutes (which are compiled by the Secretary) and other documents to the ICTA Executive for the Executive meetings.

### **Obligations:**

- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting.
  - Assist in logistics – meeting room, signage, sign in sheet.
  - Three weeks prior to each AGM, Broadcast email to all Club representatives the following information:
    - Notification of the AGM
    - Minutes of last AGM
    - Meeting Agenda
    - Other documents as required
  - Take minutes and email to the Executive for review, prior to posting to the ICTA web site.
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting.
  - Assist in logistics – meeting room, agenda.
  - Take minutes and email to the Executive for review.
- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

- ICTA Annual Tournament
  - Participate as a volunteer or other role, as requested by the Tournament Director or the President, in the ICTA Annual Tournament.
- ICTA Constitution and Bylaws
  - Become knowledgeable of the ICTA Constitution and ByLaws

**Optional Obligations:**

- Assist the President or any other ICTA Executive, as requested.
- Share ideas for growing the ICTA and making the organization successful.

**Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses, which are pre-approved by President and Executive

## **ICTA Executive Member Role Definition**

**Title:** Tournament Director

**Description:** The Tournament Director is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The main responsibility for the Tournament Director is the overall management of the annual ICTA tournament.

### **Obligations:**

- Annual ICTA Tournament
  - Chair the ICTA Tournament Committee consisting of the ICTA President, League Directors, External Liaison, and non-executive volunteers.
  - Prepare a project plan (including activities, dates for completion, and responsible individuals) for the Tournament (including logistics (insurance, facility, food, etc.), order of play and court assignments, sponsorship, volunteers, budget, communication, set up and break down, registration, etc.) and provide weekly updates to the Tournament Committee.
  - Coordinate with the CIO and oversee all the Tournament related information for the ICTA website.
  - Interface with Tennis Canada (TC) and other parties as required to ensure a successful tournament.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting.
  - Report on your activities.
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting.
  - Report on your activities.
  - Submit a budget for the planned activities for the year at the first Executive meeting.
- ICTA Constitution and Bylaws
  - Become knowledgeable of the ICTA Constitution and ByLaws

- Miele League Challenge
  - Participate as a volunteer or other role, as requested by the ICTA League Convener for the Miele League Challenge.

**Optional Obligations:**

- Share ideas for growing the ICTA and making the organization successful.

**Compensation:**

- Annual honorarium as approved by the membership.
- Reimbursement of expenses based on budget, which is pre-approved by President and Executive.

## **ICTA Executive Member Role Definition**

**Title:** External Liaison

**Description:** The External Liaison is an Officer of the InterCounty Tennis Association and with the other officers make up the ICTA Executive. The main responsibility for the External Liaison is to interface with Tennis Canada, Ontario Tennis Association (OTA) and any other organizations to identify joint activities or projects, which would help promote the ICTA, add value to the ICTA membership, or enhance the tennis experience for existing and/or potential members of the ICTA. In particular, the External Liaison will act as the ICTA League Convener for the Miele League Challenge.

### **Obligations:**

- OTA, Tennis Canada, and other organizations
  - Interface with each and all of these organizations on as needed basis
  - Identify at least one annual joint project with each organization, which will enhance the profile of the ICTA and/or add value to existing and potential ICTA members.
- Miele League Challenge (MLC)
  - Manage ICTA's involvement in the MLC.
  - Provide a budget for ICTA's activities at the MLC for ICTA Executive approval at the first Executive meeting of the fiscal year.
  - Manage the flow of information from Tennis Canada to the ICTA Executive and the league constituents. This includes press releases, newsletters etc.
  - Act as the point person for the MLC event—disseminating the team information and logistics and managing grounds passes etc.
- Spring and Fall Annual General Meetings (usually held at the Rexall Centre)
  - Attend each meeting
  - Report on your activities
- Executive meetings (two to three per year usually held at the Rexall Centre)
  - Attend each meeting

- Report on your activities
  - Submit a budget for the planned activities for the year at the first Executive meeting, if necessary
- ICTA Annual Tournament
  - Participate as a volunteer or other role, as requested by the Tournament Director or the President, in the ICTA Annual Tournament.
- ICTA Constitution and Bylaws
  - Become knowledgeable of the ICTA Constitution and ByLaws

**Optional Obligations:**

- Share ideas for growing the ICTA and making the organization successful.

**Compensation:**

- Annual honorarium as approved by the membership
- Reimbursement of expenses, which are pre-approved by President and Executive